

Position Description

Manager of Public Works



Vanderhoof is a friendly and welcoming rural community located in the geographical center of British Columbia and is at the “Heart of it All” when it comes to lifestyle, affordable living, and employment opportunities. With a population base of roughly 4,500, and serving a larger area of nearly 10,000, Vanderhoof is an active community with great indoor/outdoor recreation facilities and trails. Vanderhoof is situated along Highway 16 (Yellowhead Highway), and located an hour west of Prince George, BC. Please visit our website at www.vanderhoof.ca for additional information.

JOB SUMMARY

Reporting to the Director of Operations, the Manager of Public Works will administer and oversee construction, maintenance and operational activities of roads, utilities, buildings, and other assets of the District. The Manager of Public Works will be responsible to ensure the efficient operation of all aspects of Public Works, including municipal utilities, services, and equipment.

CORE DUTIES AND RESPONSIBILITIES

- Promote and provide a workplace culture committed to safe work practices, health and well-being in the workplace, and effective risk management, including ensuring relevant policies, protocols, and procedures are adhered to within the Department.
- Promote excellent performance and cohesion amongst Transportation Services Employees and engage in corrective or disciplinary actions as required to address performance issues.
- Recommend to the Director of Operations the appointment, promotion, transfer, demotion, or termination of Transportation Services employees.
- Manage the Public Works Department Operating Budget and minor capital budgets and assist with the preparation of annual Operating and Capital Budgets.
- In consultation with the Director of Operations, prioritize, schedule and implement work programs for operating and maintenance activities of the Department in support of municipal service delivery including, but not limited to: pothole patching, crack sealing, traffic control markings, road signage, sidewalk repair, and street lighting.
- Authorize and deploy staff to respond to callouts for emergencies and urgent service needs.
- Purchase equipment, materials, supplies, and contract services in accordance with municipal policies and annual operational and capital budgets.
- Cause public notifications to be issued regarding any service disruptions to traffic, water, sewer, or other departmental services.
- Respond to public complaints and concerns in a timely and professional manner.
- Collect, review, and approve departmental invoices, materials and supplies inventories, employee timecards, maintenance reports, and other operational and maintenance records.
- Ensure the collection of necessary data regarding infrastructure maintenance frequencies and service disruptions and perform or cause necessary inspections to be completed in support of the District’s Asset Management Program.

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- Continuously review, recommend, and implement enhancements to efficiency and effectiveness as it relates to service delivery.
- Ensure the municipal fleet of vehicles and equipment is properly maintained, repaired and ready for use at all times.
- Performs other duties as required by the Director of Operations.
- Perform the duties of the Director of Operations in his/her absence.

REQUIRED EDUCATION AND EXPERIENCE

- Minimum three (3) years of progressive experience related to supervising or managing employees engaged in municipal infrastructure engineering, construction, maintenance, and operation, with a working knowledge of project management, municipal codes and regulations.
- Valid Class 5 Driver's license, with clean driver's abstract.
- Minimum high school graduation supplemented by trades or post-secondary training. Post-secondary education related to construction, civil engineering or a related field would be considered an asset.
- Certification with the Environmental Operators Certification Program (EOCP) in sewer and water would be considered an asset.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS

- Ability to demonstrate innovation, problem solving, and balancing competing priorities.
- Ability to exercise sound decision making and considerable judgement that reflect well on the department and organization.
- Proven supervisory and team leadership skills, including ability to promote cohesion and teamwork between municipal employees, contractors, and volunteers.
- Ability to act with tact and discretion around sensitive issues or situations and to maintain strict confidentiality as may be required or appropriate.
- Ability to demonstrate excellent written and non-written communications skills.
- Proficiency with Microsoft Office Suite
- Ability to understand engineering/construction plans.
- Proven ability to prepare budgets and estimates for infrastructure and maintenance activities.

Applications must be submitted by **Friday, November 26th at 4:30 PM.**

APPLICATION

To apply for this position, please submit your application package to cwestbrook@district.vanderhoof.ca. The following documents must be included:

- Completed application form (found on vanderhoof.ca)

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- Resume
- Driver's Abstract

Applications missing any of the above-listed documents will not be considered.