

JOB POSTING

OPERATIONS SUPERINTENDENT

REGULAR FULL-TIME



POSITION SUMMARY

The Village of Anmore is inviting applications for the position of Operations Superintendent. Under the general direction of the Chief Administrative Officer, the Operations Superintendent will oversee the appropriate and efficient maintenance and operation of the Village's potable water system as well as construction, maintenance and operational activities of roads, parks, drainage equipment, facilities and other assets of the Village. The incumbent shall also be responsible supervising all Public Works staff. The successful candidate shall be knowledgeable in budgeting requirements and able to perform a high level of administrative duties, including report writing and presentation.

This position is required to accept stand-by and call-out time as part of their regular schedule of work as well as attend Council and Committee meetings upon request.

CORE DUTIES AND RESPONSIBILITIES

- Manage the Public Works Department budget and assist with the preparation of the Annual Budget
- Prepare and present public works and parks related reports to Council
- Oversee, motivate and mentor public works staff
- Prioritize projects and workload
- Monitor and maintain Anmore's water system
- Assist public works staff in a "hands on" capacity
- Purchase equipment and supplies within budget
- Communicate and interact effectively with multiple stakeholders in service delivery
- Respond to complaints and concerns of public
- Inspect and monitor new development sites for quality control in accordance with municipal bylaws and regulations
- Ensure Safety and Risk Management policies and procedures are adhered to
- Prepare and/or review comprehensive reports, plans, contract documents and estimates
- Monitor and maintain winter road conditions
- Operate all municipal equipment as needed

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Minimum of 3 years' experience related to municipal public works or associated technical and operational functions, including knowledge of project management and municipal regulations.
- A thorough "hands-on" knowledge and understanding of municipal best management practices relating to the Public Works and Parks operations.
- Ability to create and develop systems and programs that support the effectiveness and efficiency of Public Works and Parks operations.
- Comprehensive and current knowledge of WorkSafe BC regulations and requirements as they relate to municipal public works and parks operations.
- Ability to build and maintain positive working relationships with staff, outside agencies and the public.
- Knowledge of principles of water chemistry, biology and physics as they relate to water distribution, booster, PRV and chlorination stations.

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- Ability to successfully deal with multiple priorities, be flexible, and problem solve under pressure in a fast-paced environment.
- Ability to confidently exercise considerable independent judgment and make sound decisions that reflect well on the Department and the organization.
- Proven supervisory and team leadership skills.
- Ability to act with tact and discretion around sensitive issues or situations and to maintain strict confidentiality as may be required or appropriate.
- An advanced level of written, interpersonal and communication skills.
- Experience with Microsoft software (i.e. Excel, Word, and Outlook).
- Possession of a valid class 5 BC driver's license.

REQUIRED EDUCATION AND EXPERIENCE

- Completion of Grade 12 supplemented with post-secondary education in the construction, civil engineering or related field.
- Possess a certificate in the Environmental Operators Certification Program (EOCP), with a minimum of Water Distribution Level 2, and Hypochlorination training.
- Completion of a Certificate in Civil Engineering Technology or Public Works Supervision, supplemented with formalized training in administrative management, project management and leadership skills or equivalent (preferred).

A current driver's abstract that has been obtained within 6 months of the closing date below must be submitted with your application in order to be considered for this opportunity and in order for your application to be complete. To obtain a copy of your driver's abstract, please contact ICBC directly or the driving authority where you reside.

The hours of work for this position, generally, are Monday – Friday, 8:30am to 4:00pm.

The annual salary range offered for this position is \$77,600 – \$87,500, exclusive of benefits and on-call compensation.

Qualified applicants are invited to submit a covering letter and resume to Juli Halliwell, CAO at:

Village of Anmore
2697 Sunnyside Road
Anmore, BC V3H 5G9

or via email to: juli.halliwell@anmore.com

This opportunity is open for receipt of applications until 4:00p.m. Wednesday, May 8, 2019.

We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.