



**District of Port Edward
Director of Operations
Exempt Position**

Job Posting: Director of Operations

The District of Port Edward is offering a career opportunity for a team player who would like to work in a small staff environment.

The District of Port Edward is a small community of 500 people situated 15 kilometers from the City of Prince Rupert on the beautiful Pacific North Coast.

Position: Director of Operations

Reports To: Chief Administrative Officer (CAO)

Direct Reports: 4 - 7

Overview:

The Director of Operations provides leadership and oversight for the Water and Sewer Division and general operations within the District of Port Edward's Public Works Department. This role supervises the construction, maintenance, and integrity of the District's water distribution system, storm sewer, and wastewater collection infrastructure.

The Director of Operations ensures compliance with all regulatory requirements, industry best practices, and public safety standards while managing staff to deliver quality services. The Director also plays a key role in implementing and maintaining the District's Asset Management Plan, Asset Registry, and Work Order System.

Key Responsibilities:

- **Leadership:** Provide leadership to the Water and Sewer Division, supervising and scheduling work, managing performance, and ensuring division goals are met.
- **Operations Oversight:** Monitor the operation of the water and sewer systems, ensuring all safety, operational, and maintenance activities are scheduled and completed.
- **Issue Resolution:** Investigate and respond to water and sewer issues forwarded by Council, senior administration, and public inquiries.
- **Regulatory Compliance:** Ensure reports to the BC Ministry of Environment, Northern Health, and other regulatory bodies are completed and submitted accurately.
- **Budget Management:** Develop and recommend budget requirements for the Water and Sewer Division, monitor expenses, and ensure fiscal responsibility.
- **Project Planning:** Assist in the planning and implementation of water and sewer projects and liaise with external consultants for related services.
- **Asset Management & Registry:** Implement and manage the District's Asset Management Plan, ensuring accurate data input and tracking for the water and sewer infrastructure. Maintain an up-to-date Asset Registry to improve long-term planning and capital investments.
- **Work Order System:** Lead the implementation and ongoing use of a Work Order System to track maintenance activities, allocate resources efficiently, and improve operational workflows.
- **System Maintenance:** Maintain the District's water and wastewater systems in compliance with all regulations, operating permits, and industry standards.
- **Strategic Planning:** Identify and propose short-term and long-term plans for future operational or capital budgets.

Required Skills and Abilities:

Communication

- Ensure clear, concise, and direct communication with all stakeholders.
- Actively listen and engage in two-way communication.
- Communicate respectfully and appropriately with peers, subordinates, and the public.

Customer Centric

- Prioritize customer service in interactions and problem-solving.
- Build and maintain strong working relationships both internally and externally.
- Handle public inquiries professionally, even in challenging situations.

Results-Oriented

- Focus efforts on achieving quality results in line with the District of Port Edward's objectives.
- Seek opportunities to improve performance and optimize resources.

Detail-Oriented

- Demonstrate accuracy in daily tasks and attention to small errors or inconsistencies.

Accountability

- Take ownership of performance expectations and results, holding direct reports accountable as well.
- Collaborate to implement corrective actions when necessary.

Team Leadership

- Lead by example and take responsibility for the performance of the division and its staff.
- Demonstrate strong coaching, mentoring, and development skills to support staff growth.
- Effectively manage performance and maintain a positive, results-driven team environment.

Political Acumen

- Understand the structure and objectives of local government and the impact of decisions on political and operational matters.
- Be mindful of the political implications of actions or decisions.

Judgment/Problem Solving

- Assess various options and identify appropriate courses of action based on the specific context.
- Evaluate potential risks and outcomes of decisions, ensuring the breadth and depth of impact are considered.

Qualifications (Education, Training, Experience)

- A minimum of 2 years of post-secondary education in an applicable technical field and 5 years of related experience, or an equivalent combination of education and experience.
- Certification in Water Distribution Level 3 and Wastewater Collection Level 3, or the ability to obtain within a reasonable period.
- 5 years of progressively responsible work experience in water and sewer management.
- A minimum of 2 years of supervisory experience in a related field.
- Experience in implementing or managing an Asset Management Plan, Asset Registry, and Work Order System is highly desirable.

Key Knowledge, Technical Skills, and Abilities

- Strong understanding of engineering principles related to water distribution and wastewater collection systems.
- Knowledge of federal and provincial regulations applicable to water and wastewater management.
- Familiarity with the bylaws, policies, and procedures specific to the District of Port Edward.
- Proficiency in OH&S standards and regulations.
- Competence in the use of relevant computer programs, including word processing, spreadsheet, and presentation software.
- Knowledge and experience with Asset Management systems and the ability to maintain an Asset Registry.
- Strong skills in implementing and managing a Work Order System to improve operational efficiency.
- Knowledge and experience working with Unions.

Compensation:

The District of Port Edward offers an excellent benefit package. The salary for this position will be based on education and experience, the salary range will be \$95,000 to \$110,000.

Application Process:

**Please forward your resume and cover letter in confidence to:
Email (PDF format): cao@portedward.ca**

Mailing Address:

CAO
District of Port Edward
770 Pacific Avenue, PO Box 1100
Port Edward, BC
V0V 1G0

Deadline: This position is open until filled.

The District of Port Edward thanks all applicants for their interest in this position; however, only those selected for an interview will be contacted.