



## **DISTRICT OF PORT EDWARD PUBLIC WORKS MANAGER**

The District of Port Edward is offering a career opportunity for an experienced Public Works Manager to provide leadership and oversight for the Public Works department and water and sewer systems.

### **WHERE YOU'LL WORK**

The District of Port Edward is a vibrant and growing community of approximately 500 people. Situated on the traditional unceded territory of the Ts'msyen (Tsimshian) people, Port Edward is 15 kilometers from the City of Prince Rupert on the beautiful Pacific North Coast. The District is nestled amidst pristine wilderness, at the mouth of the Skeena River and adjacent to boundless development opportunities associated with the Port of Prince Rupert.

### **WHAT YOU'LL DO**

Reporting to the Chief Administrative Officer (CAO), you will oversee daily operations of the public works department, including planning and managing infrastructure projects, supervising staff, and ensuring compliance with regulatory standards. You will be driven and have excellent communication skills and a demonstrated ability to effectively manage people and construction projects. You will regularly interact with the public in a variety of capacities, using your excellent customer service and interpersonal skills. Interest and/or experience in finance, engineering and planning would be an asset, as well as an attitude of a self-starter. You will:

- Prepare budgets and implement resource allocation in a responsible and cost-effective manner.
- Maintain effective communication with government officials, contractors and the community.
- Manage day to day operations.
- Manage and lead a team of 6 – 10 public works staff.
- Upkeep and development of municipal facilities and infrastructure including: parks, roads, storm drainage as well as water and wastewater treatment facilities.
- Work with different levels of government including neighbouring municipalities, provincial, federal, and First Nations partners.

### **WHAT YOU'LL BRING WITH YOU**

- Strong leadership ability with proven track record of supervising, motivating, coaching, mentoring and building teams.
- Experience in infrastructure project planning and management.
- Knowledge of regulatory standards and compliance requirements.
- Problem-solving and decision-making skills.
- Minimum 5 years of management and leadership experience in a unionized environment.
- Technical literacy and proficiency in using a variety of computer programs including, but not limited to, Microsoft Office.
- A RCMP Criminal Record Check and Driver's Abstract will be required of the successful candidate.

**WHAT YOU'LL GET IN RETURN:**

The Public Works Manager role offers a salary range of \$90,000 to \$105,000 and a comprehensive benefits package. A Supplementary Package can be obtained by request from the Consultant, which includes a complete job description, details of the benefits, and the current Organization Chart.

**WHAT TO DO NOW**

If you are ready to take on this challenging and rewarding leadership role, forward your resume and cover letter to the Consultant.

Tall Cedars Search & Recruitment

[flo@tallcedars.ca](mailto:flo@tallcedars.ca)

[www.tallcedars.ca](http://www.tallcedars.ca)



*(Photos courtesy of the District of Port Edward)*

## District of Port Edward, Chief Administrative Officer Job Profile

### JOB SUMMARY

The Public Works Manager reports to the Chief Administrative Officer and is responsible for the effective delivery of operations and maintenance functions for the District including water, sewer, fleet, solid waste, roads, parks, lawn maintenance and facilities.

The Public Works Manager role currently oversees utility operators, maintenance workers, and seasonal groundworkers. The successful candidate will therefore be a driven individual, with excellent communication skills, and a demonstrated ability to effectively manage teams. This role requires solid experience running an efficient preventative maintenance program; and operating and maintaining infrastructure. This background will preferably come from a municipal setting, but comparable experience will be considered. The position requires regular interaction with the public in a variety of capacities, requiring exceptional customer service and interpersonal skills.

### GENERAL DUTIES AND RESPONSIBILITIES

#### *Lead Public Works Operations and Maintenance*

The Public Works Manager will lead by example, overseeing our small but efficient crew to provide excellent services to the District of Port Edward. The Manager will prioritize, and be guided by, the District's existing operations and maintenance plans for excellent service delivery and management of our public assets. Maintaining and implementing Standard Operating Procedures for District utilities will be a core task upon starting in this position as will implementing program parameters to work towards COR Safety Certification. The Manager will have a proven ability to exercise good judgement in challenging situations and will be required to interact with the public, addressing and resolving customer complaints related to municipal services and infrastructure.

#### *Human Resources Management and Training*

The Public Works Manager will direct the Public Works Department and will be a coach, mentor and leader to our small crew. The Manager will be responsible for departmental staff development, training and succession planning.

The District promotes a culture of safety and the Manager will oversee the Public Works Training Plan and professional development budget and ensure all required training is kept up to date for the crew; The successful candidate will have a track record of contributing to positive workplace culture, leading productive work teams and handling discipline with tact.

#### *Operational Budget Management*

The Manager will be responsible for preparing and overseeing the annual Public Works budget as well as procurement for the department—they will work closely with the CAO and Chief Financial Officer in this regard and will oversee capital projects. The Manager will be required to periodically attend evening Council meetings and will be required to hold information in confidence as presented in camera.

## KEY COMPETENCIES

- Strong leadership ability with proven track record of motivating, coaching, mentoring and building teams
- Excellent written and verbal communication skills
- A proven strategic and innovative thinker
- A strong problem solver
- Excellent customer service skills
- Results orientation

## QUALIFICATIONS

- More than 5 years of management and leadership experience in a unionized environment
- Certifications in water distribution and treatment (an asset)
- Certifications in wastewater collection and treatment (an asset)
- Demonstrated technical literacy and proficiency in using a variety of computer programs including Microsoft Office, mapping and design software relevant to civil projects
- Valid BC Drivers Licence with Trailer and Air Brakes Endorsement
- RCMP Criminal Record Check and Driver's Abstract (required)

## WAGES AND BENEFITS

- **Wages:** The current salary range for this position is \$90,000 to \$105,000.
- **Benefits for the position**
  - The position offers the full range of standard coverage for benefits, including Municipal Pension Plan, extended health, dental, life insurance, AD & D, MSP, and short- and long-term disability.
  - The position offers 15 days of vacation per year; sick time is accrued at 1.5 days per month.
- **Other Advantageous Considerations:**
  - The District of Port Edward will support the candidate with professional development opportunities to grow your skills and further your career.
  - The District will provide relocation assistance if you are moving to the area.
  - The District also offers rental housing for a maximum period of 6 months.
    - Port Edward is accessible by road and by air.
    - The nearest airport is Prince Rupert Airport, which has regular flights to and from Vancouver.
    - The airport is a 20 minute drive to Port Edward.
    - Two-bedroom houses in the area start around \$400,000.
    - Commuting from the nearby City of Prince Rupert is an easy 15 minute drive.
    - Watch this video to learn about your new home: <https://vimeo.com/389091081>

## District of Port Edward, Organization Chart

