



## **MANAGER OF PUBLIC WORKS AND UTILITIES**

### **Mission**

Manage projects and develop teams to provide quality, professional and timely service to the customers of Kinbasket Water and Sewer Co Ltd and the residents of Shuswap Reserve.

### **Who Are You?**

You know how to balance projects, complex problems, and policy adherence by developing and allocating resources efficiently and effectively. You lead teams by coaching and setting clear, consistent goals and standards.

### **What Will You Do?**

Reporting to the Director of Operations, you will develop project plans, purchase supplies, allocate resources, estimate, and monitor job costs and assist team members in resolving work issues.

You will liaise with other departments, developers, contractors, and utility companies in the coordination of projects. You will balance using independent judgement and action, with resolving complex challenges and policy matters in conjunction with the Director of Operations and Chief and Council.

### **Responsibilities**

- Develops, monitors, reports, and accounts for the Utility & Public Works Department annual and monthly budget. Maintain operating and capital budgets throughout the year.
- Engage in long-term planning and forecasting of all infrastructure and capital Expenditures.
- Apply for grants that will assist the Utilities and Public Works department in accessing additional funding.
- Develop timely reports for the Director of Operations, Chief and Council and funders as needed.
- Oversee departmental team and subcontractors, providing orientation, coaching and supervision. Motivate the team to provide efficient and effective service delivery.
- Assess team members' training needs and provide training and mentoring opportunities as needed.
- Prioritize projects and workloads and align teams with actions and deliverables.
- Monitor and supervise contractors ensuring they meet all terms and conditions of contracts.
- Attend senior management team meetings on a weekly basis and cross-functional team meetings as needed. Prepare project briefings and attend Chief and Council and Committee meetings when required.
- Prepare draft policies and procedures as it relates to the functional requirement of the department.

- Purchase equipment that enhances efficiencies and within budget. Authorize the purchase of supplies and materials for projects and general maintenance.
- Communicate and interact effectively with all service delivery stakeholders in a timely fashion.
- Negotiate and prepare contracts and agreements with appropriate approvals and prepare tender documents.
- Ensure all development processes are reviewed and followed.
- Participate in SB's health and safety committee meetings.
- Update and ensure team are knowledgeable and following the SB Safety manual and guidelines.
- Conduct site inspections.
- Ensure familiarity with utility Tariff.
- Prepare and/or review comprehensive reports, plans, contract documents and estimates.
- Perform other related duties as request by the Director of Operations.

## **Qualifications**

- A post secondary degree in Civil engineering, technology, or another related field.
- Five to ten year's experience in technical and operational functions.
- Project management experience. Working towards Project Management Professional certification is preferred.
- In depth knowledge of infrastructure, including methods, practices, specifications, and techniques used in the construction, operation and maintenance of water, road, drainage, electrical and facilities.
- Knowledge of water system maintenance and operations including the principles of water chemistry, water distribution, booster stations, PRV operations and water treatment.
- Knowledge of sewer utility maintenance and operations including the principles of lift stations, aeration lagoons, and sewer pressure systems.
- Proficiency with Microsoft software (i.e., Excel, Word, and Outlook), and knowledge of databases.
- A valid Class 5 Drivers License and reliable vehicle.

## **Personal Attributes**

- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Management and supervision experience. Proven ability to lead, coach and mentor.
- Effective interpersonal and communications skills.
- Highly resourceful team player, with the ability to also be extremely effective independently.
- Knowledge of the Indigenous and Shuswap culture is an asset.
- Proven ability to handle confidential information with discretion.
- Demonstrated ability to be adaptable to competing demands while delivering the highest level of client service and response.
- Proven to achieve high performance goals and meet deadlines in a fast-paced environment.



### **Schedule. Compensation. Conditions of work**

This is a full-time, year-round opportunity starting as soon as possible. We work 32.5 hours a week, Monday to Friday. On call availability will be required. Salary ranges from \$80,000 - \$90,000.

### **How to Apply**

We value diversity and welcome all qualified candidates to apply. Employment and promotion of an Indigenous person or Shuswap Band members will be administered in a fair and reasonable manner and is consistent with the Canadian Human Rights Commission Policy on "Aboriginal Employment Preference."

If interested, please apply to [nmorgan@shuswapband.ca](mailto:nmorgan@shuswapband.ca) by March 4, 2022. Only qualified candidates will be contacted.