

Opportunity Profile

MANAGER OF OPERATIONS



Working to preserve, protect and enhance our community



portalberni.ca

— CITY OF —
PORT ALBERNI



THE ORGANIZATION: CITY OF PORT ALBERNI

A vibrant waterfront community at the heart of Vancouver Island on the picturesque West Coast, the City of Port Alberni is situated along the head of the Alberni Inlet, a long narrow arm of the ocean stretching inland from Barkley Sound. Home to a population of over 18,000, Port Alberni exhibits an affordable and inclusive community lifestyle, and celebrates a robust and diverse blend of natural, historical, cultural, and geographic resources.

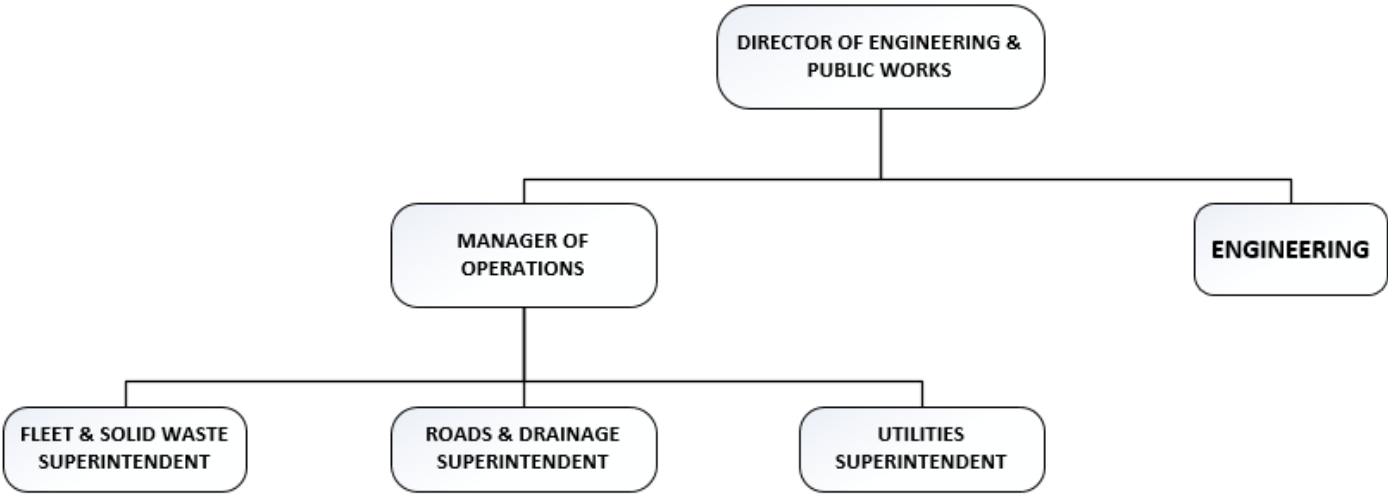
Port Alberni and the surrounding region have thrived for decades through an economy based on the processing of natural resources, industrial infrastructure, and a favorable climate for agriculture, commercial fishing, and tourism. Offering a wide range of outdoor attractions, including seaside parks, mountains, hiking and bike trails, saltwater and freshwater sport-fishing, and wildlife viewing, Port Alberni takes pride in its identity as a port community, home to a diversified economy of industry and commerce as well as wide variety of residential opportunities and recreational services. The City recognizes the waterfront and surrounding environment as its greatest natural asset, and strives to establish a sense of harmony and integration between its residents, tourists, arts, cultural expression, and values of innovation and enhanced quality of life.

Port Alberni is committed to creating a safe and healthy community, and is dedicated to providing accessible facilities and operational services to all residents, in keeping with its vision of a strong and diverse community that supports small businesses, agriculture, tourism, and family life.

To learn more, please visit both the City of Port Alberni website portalberni.ca as well as chooseportalberni.ca.

THE DEPARTMENT: PUBLIC WORKS

With a new leadership team in its Public Works department, and a number of exciting changes being implemented to reflect current municipal structures and practices, the City is now looking to find the right candidate for the Public Works Manager of Operations role. We are looking for a dynamic and collaborative leader who is experienced in the services provided by Public Works, and is looking to be part of a professional, dedicated and innovative team. It's an exciting time to join the City of Port Alberni as the Public Works department works to further the asset management and strategic priorities of the organization.





THE OPPORTUNITY: MANAGER OF OPERATIONS

Reporting to the Director of Engineering and Public Works, this is a senior leadership position with responsibility for leading and supervising the City's Public Works operations.

With direct supervisory responsibility for the Superintendents who oversee Roads and Drainage, Fleet and Solid Waste, and Utilities Operations, the Manager of Operations oversees the coordination of Public Works priorities and operational plans. In addition, the incumbent oversees and manages strategic priorities of Council in consultation with the Director of Engineering and Public Works.



ILLUSTRATIVE EXAMPLES OF WORK:

- Provides leadership and supervision to the Superintendents responsible for Roads and Drainage, Fleet and Solid Waste, and Utilities.
- Ensures that safe work practices and all safety rules and regulations are followed by employees, through the practice of due diligence and an understanding of WorkSafeBC regulations as well as related statutory and regulatory requirements.
- Oversees the scheduling, coordination and direction of Public Works operations in accordance with applicable policies, regulations and procedures.
- Acts in a senior capacity in emergency preparedness and response; ensures Public Works crews are prepared to meet emergency response requirements.
- Participates in the preparation of operational and capital budgets as required, and monitors and manages expenditures against approved budgets.
- In conjunction with the Public Works Superintendents, develops and implements new and/or improved work methods and procedures as required.
- Responds to requests, inquiries and concerns from the public as they relate to policies and procedures within the department.
- Liaises with other City departments, as well as outside agencies and contractors.
- Participates in hiring, disciplinary matters, layoffs and terminations, as well as in processing employee grievances, arbitration hearings and related labour relations matters.





THE PERSON:

The Manager of Operations is a skilled leader who has considerable experience working in a municipal setting and is interested in being part of an exciting team. The ideal candidate will have completed a Technical Civil Engineering diploma, as well as have a minimum of 7 years of related experience in a municipal works setting, including considerable demonstrated supervisory experience. An equivalent combination of education, training and experience may be considered.

KNOWLEDGE, SKILLS & ABILITIES:

The Manager of Operations will possess sound technical skills, an inclusive and collaborative leadership style, as well as have:

- Extensive knowledge of the methods, practices, tools and equipment used in Public Works operations.
- Extensive knowledge of the rules, regulations and policies governing Public Works operations.
- Ability to oversee the scheduling, coordination and supervision, directly and through subordinates, of the work of Public Works crews.
- Demonstrated and well-developed leadership skills, with a proven record of building successful teams.
- Ability to lead others in developing and implementing new and/or improved programs, methods and procedures.
- Ability to establish and maintain effective working relationships with the public, all City departments and employees, and other contacts.
- Thorough knowledge of WorkSafeBC guidelines and standards relevant to Public Works operations, of the occupational hazards involved in the work being supervised, and of effective safety control methods and procedures.
- Ability to prepare and present applicable reports and records.
- Ability to supervise the preparation and organization of Public Works staff to meet emergency response requirements.
- Ability to communicate effectively both verbally and in writing.
- Proficiency in using various computer applications, including MSOffice and asset management software.

LICENCES, CERTIFICATES & REGISTRATIONS:

- Valid BC Class 5 driver's license

TO APPLY:

For additional information, including a full job description, please go to portalberni.ca/employment-opportunities. Please note that there is a residency requirement for this position.

Qualified candidates may apply by forwarding a resume and cover letter by 4:30 pm on June 13, 2022:

Attention: Krista Bodin, Manager of Human Resources
By email to: humanresources_resumes@portalberni.ca

