



Director of Operations

Application Deadline: 4:00 pm Monday February 6, 2023

Located in the scenic Northern Rocky Mountain Trench 185 km north of Prince George, Mackenzie offers superb four-season outdoor recreation opportunities and an exceptional quality of life. Housing costs are among the most affordable in the province. Local recreation amenities include an arena, swimming pool, fitness center, ski hill and large multi-use trail network.

The District of Mackenzie has a Full-Time Director of Operations employment opportunity. Reporting to the Chief Administrative Officer, the Director of Operations will align and foster a positive team culture and position the department to meet operational guidelines. The Director of Operations is directly responsible to lead and give direction to the Public Works Superintendent, Public Works Clerk, and Bylaw Department. This position will be responsible for participating in budget preparation and displaying good stewardship in managing the annual operating budget. The Director of Operations will be expected to plan, lead and execute capital projects. This position will be responsible for asset management and will help to produce short and long-term plans to repair aging infrastructure. In addition, you will work with the Superintendent to shape key operational priorities for the department and develop operational plans and strategies based on Council's direction. This position will help to create policies and procedures regarding safety, training and discipline and will interpret and execute the most current Collective Agreement with the CUPE union. The successful candidate must be someone with demonstrated sound judgement and a high degree of tactfulness and diplomacy in dealing with customer complaints and difficult situations. This position is required to prepare formal reports to Council on a regular basis.

In order to qualify for this position, you will have post-secondary education in a related field, a minimum 5 years proven progressive leadership/managerial experience preferably in a unionized and/or local government setting, a valid class 5 license, and must be able to provide a criminal record check. An equivalent combination of experience, education and training may be considered. This position is required to participate in rotational on-call.

This is a full-time position of 37.5 hours per week offering a competitive salary and benefits package. If you feel your education and experience have prepared you for a position such as this, please submit your resume and covering letter detailing your work experience, education, and qualifications to:

District of Mackenzie
Bag 340 – 1 Mackenzie Blvd.
Mackenzie, BC, V0J 2C0
Attention: Kaleena Wilson, Human Resources Coordinator
Email: kaleena@districtofmackenzie.ca

The District thanks all interested applicants in advance, however only those short-listed will be contacted.