

DISTRICT OF COLDSTREAM



OPPORTUNITY PROFILE

Operations Superintendent, Public Works & Parks

COMPETITION NO: 2023-05



The Community

Coldstream is a vibrant, family-friendly community in the beautiful North Okanagan. It is nestled in the Coldstream Valley, an area known for its agricultural activities, breathtaking views and endless outdoor and recreation amenities. The location allows for a quality lifestyle that is second to none - with quick and easy access to all necessary amenities.

With a stable population of over 11,700, it's the second largest municipality within the North Okanagan Regional District.

The Position

With the upcoming retirement of the incumbent, the District is seeking to fill the position of Operations Superintendent, Public Works & Parks. The ideal candidate will be a dedicated, experienced professional, knowledgeable to work independently but capable of working as part of a strong team. This exempt, full-time position will be of interest to a confident professional who thrives in a busy work environment, is self-motivated and enjoys working with people. If you are innovative, can build positive relationships, have a proven track record of effective team building, are results oriented and experienced in municipal operations, then we want to hear from you!

Reporting to the Director of Infrastructure Services, the Operations Superintendent, Public Works & Parks is responsible for planning, supervising, implementation and tracking the operations, repair, maintenance and upgrading of the municipality's Public Works and Parks systems including roads, sidewalks, storm sewer, cemetery, parks and other operations department matters. The position will carry out its responsibilities consistent with adopted plans, policies, bylaws, regulations and specifications of the District. This position is also responsible for the supervision and oversight of unionized employees and coordinating the activities of Public Works and Parks with other departments and senior staff of the District.



KEY COMPETENCIES & SUCCESS FACTORS

Leadership

Demonstrates authentic leadership by giving guidance and support, a mentor and positive role model. Leads by example with an engaging style. Has a consistent approach to working respectfully with others.

Management

Proven record of being able to inspire, direct, evaluate people and activities. Sets objectives which are specific and clearly communicated, measurable, realistic and time targeted, and holding people accountable for their results. Seeks out, appreciates and acknowledges input from others.

Visionary

Understands and interprets social, economic and political trends and issues facing the municipality. Innovative, open-minded and willing to explore new ideas and approaches.

Communication

Builds trust through clear, concise and positive communication. Works collaboratively with others and is sensitive to diverse needs of staff, council and the community. Possess an honest, open and consistent approach to working with people. Highly ethical, honest, forthright and transparent.

Customer Service

Confidence in ensuring customer needs are identified and addressed; ensuring appropriate consultation with all stakeholders and deliver timely, cost effective and quality service. Simplifies often complex and lengthy matters and runs a department that is service oriented.



Primary Duties & Responsibilities

- Plans, coordinates and supervises regular preventative maintenance and repair programs and related annual service/construction contracts and construction projects in the public works and parks systems including, but not limited to, roads, sidewalks, bridges, street lighting, drainage, storm sewer, cemetery operations, public parks, parking lots and waterfront properties.
- Participates in the ongoing assessment of the existing public works and parks systems current and future infrastructure requirements. Assists in the development of short, medium and long range plans for infrastructure maintenance, upgrade, replacement and expansion of the public works and parks systems .
- Ensures the District's fleet is properly maintained and repaired. Plans and coordinates preventative and breakdown maintenance.
- Provides input on the design, priority and other aspects of major maintenance and construction projects and assists in decisions to utilize "in house" resources or assign to a contractor.
- In conjunction with the Protective Services Manager, maintains an effective safety program to ensure compliance with all Work Safe BC regulations; including safety rules & procedures, safety orientation and training, identification/correction of workplace hazards, accident/incident investigation and regular safety meetings.
- Assists the Director of Infrastructure Services in the preparation and monitoring of the annual operating and capital budgets.
- Supervises, trains, motivates, evaluates and disciplines personnel within their jurisdiction in accordance with the established policies and procedures of the District.
- Investigates and acts upon requests, complaints, or concerns from the Director of Infrastructure Services, the general public or other municipal departments, as required.

Required Education & Experience

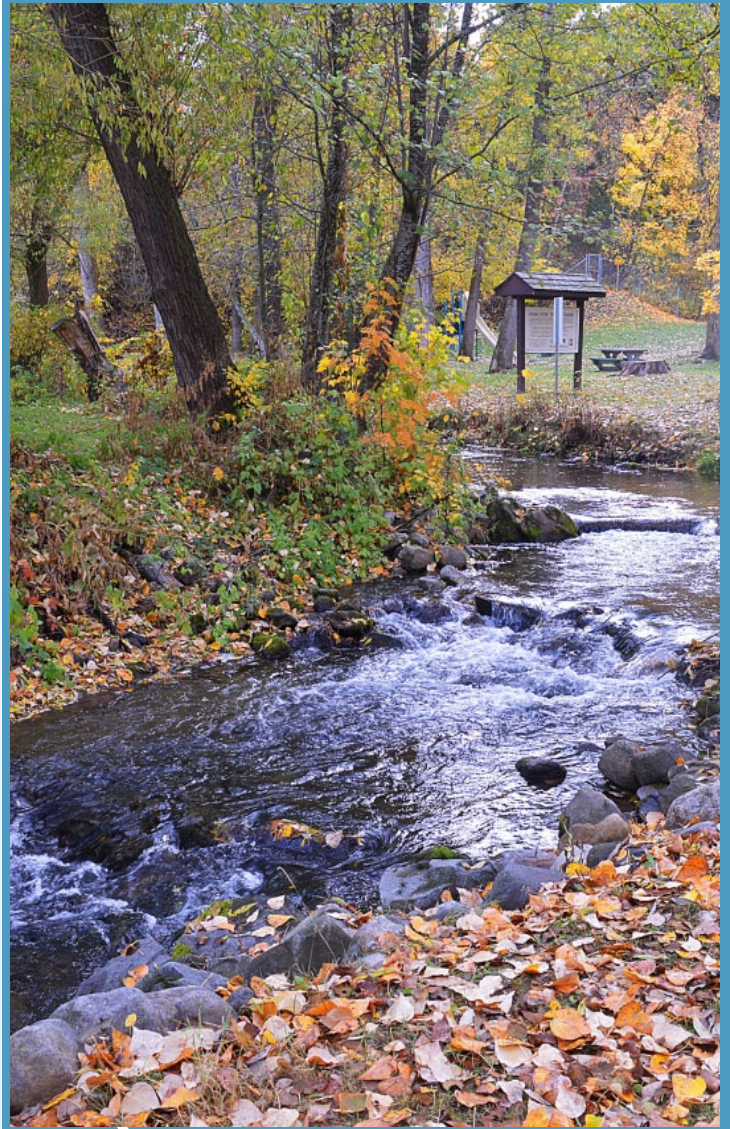
- Civil Engineering Technologist Diploma, from a recognized institution, or a combination of education and experience.
- Minimum of 10 years' experience with public works and parks systems, with at least 5 years in a progressively responsible supervisory role within a unionized environment, preferably within local government.
- Current Class 5 Drivers License; First Aid Certificate
- Thorough knowledge and understanding of relevant Work Safe BC Regulations.
- Excellent working knowledge of the operation, maintenance and repair in public works, roads, transportation infrastructure and parks including budget administration.

Required Skills & Abilities

- Exceptional interpersonal, communication, presentation, public relations, problem solving, investigative, decision making, leadership and general management skills.
- Effective written and verbal communication skills including the ability to prepare comprehensive, concise and clear reports and deliver oral presentations.
- Ability to multi task, be organized, retain strong attention to detail and be results oriented in a multi-faceted, fast-paced environment with changing priorities.
- Knowledge of and demonstrated fiscal responsibility in support of budget preparation and control.
- Ability to work effectively independently and cooperatively in a team atmosphere.
- Ability to exercise courtesy, tact, diplomacy in the exchange of non-routine information with other employees, and the employees of private companies and members of the general public.
- Proficiency in the use of Windows Office applications and extensive knowledge in computer systems relevant to municipal operations.

Compensation

This exempt position offers a competitive salary range of \$97,072 to \$109,650 as well as an extensive benefits package. A police information check is required for this position.



Please submit a covering letter and resume in confidence, quoting Competition #2023-05, by 4:00 p.m. local time on Friday April 21, 2023 to:

Chief Administrative Officer
District of Coldstream
9901 Kalamalka Road
Coldstream, BC V1B 1L6

Email: hr@coldstream.ca