

DTR Job Description



Position Title: Director, Operations and Infrastructure

Department: Public Works

Reports To: Chief Administrative Officer

Date: June 10, 2022

Job Purpose/Summary:

Reporting to the Chief Administrative Officer (CAO), the Director of Operations and Infrastructure is responsible for highly complex, technical and diverse work in the municipal government of the District of Tumbler Ridge. The Director is responsible for planning, directing, supervising, and coordinating departmental functions and operational and maintenance activities; monitoring and preparation of operating and capital improvement budgets and management of personnel assigned to the department. The incumbent is responsible for the efficient day-to-day operations of the public works department.

As a member of the management team, the Operations and Infrastructure Director is a key contact for internal and external stakeholders liaising with District staff, advisory committees and Council as well as key external stakeholder including relevant professionals, public and community members.

Examples of Work:

Responsible for daily supervision and the direction of District of Tumbler Ridge employees in the Public Works department.

- Overseeing and participating in the development of departmental strategic planning; assigning work activities, projects, and programs; monitoring workflow; reviewing and evaluating work products, methods and procedures;
- Appearing before Council, committees, commissions, public agencies, and stakeholders, including the public;
- Preparing clear and concise written reports and developing appropriate recommendations;
- Preparation of operating and capital improvement budgets and control of expenditures, including overseeing the preparation of long-term maintenance management models;
- Supervising and assisting Managers in the operations and maintenance of DTR infrastructure, including equipment, buildings, solid waste facilities, water, wastewater, parks, and fleet;
- Establishing long-range plans and goals, including strategic planning for solid waste and utilities as well as dealing with environmental regulations;

Knowledge, Skills and Requirements:

- Five (5) years of progressive experience in a public works environment, including minimum of two (2) years in a supervisory and administrative capacity;
- Post graduate diploma or degree from an accredited college or university in Civil Technologies or related field, with eligibility for membership as an Applied Science Technologist (A.Sc.T.);
- Certification in EOCP and/or SWANA is an asset;
- Valid Class 5 Drivers license;
- Education in Public Administration or Business Administration is an asset;
- Knowledge in municipal public works such as planning, design, maintenance, and construction;
- Knowledge in municipal solid waste landfill planning, design, maintenance and construction;
- Knowledge in principles of budget preparation and expenditure control;
- Knowledge in applicable Federal, Provincial, and local laws and regulations

- Participate in recommending the appointment of personnel;
- Provide or coordinate staff training; working with employees to correct deficiencies; implement discipline procedures; establish performance expectations and evaluate performance of direct reports; recommend employee terminations;
- Coordinate Department activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence;
- Knowledge of methods of preparing designs, plan, specifications, estimates, reports and recommendation relating to proposed Public Works projects;
- Developing protocol for hiring outside vendors for projects, creating bid specifications and recommend specific vendors for the projects; ensuring that all works are completed successfully by contractors, vendors, and other District staff members;
- Reviewing and developing policies, procedures, and bylaws pertaining to the department; and
- Perform other related duties as assigned.

Other works include, but not limited to:

- Purchase materials and supplies within guidelines and check goods received and code invoices;
- Annual preparation of Operational and Capital budget for presentation to CAO and Council for approval;
- Fleet Replacement and Asset Management Functions;
- Annual preparation of Capital Projects Work Plan and management controls for project;
- Promote and ensure safe work practices and serve on Safety Committee;
- Create and maintain inventory and consumption records for raw materials such as gravel, sand, asphalt and topsoil, sewer and water materials, other supplies, tools and equipment;
- Meet with utility companies to plan installations;
- Supervise contracted municipal projects, including water lines, sewer systems, roads, curbs, walks and gutters, drainage systems, etc.
- Assists in the negotiation of easements, ECID, etc.;
- Assists in the organization and operation of preventative maintenance and asset management programs for all District infrastructure and equipment;
- Maintain good working relations with staff, members of organizations, and the public and ensure that all inquiries and complaint are handled quickly and courteously;

- pertaining to public works and solid waste functions;
- Knowledge in Principles of Effective Management Skills including team building;
- Ability to analyze, evaluate, and implement municipal public works and solid waste programs/projects;
- Excellent communication skills;
- Knowledge in safe work practices.
- Ability to plan, organize and direct the work of public works and landfill personnel;
- Ability to analyze organizational and administrative problems, recommend alternative courses of action, and provide leadership to others in implementing such actions;
- Ability to repair and create clear and comprehensive written reports;
- Maintain strong relationships with Elected officials, employees, contractors, the general public, and representatives of other agencies;
- Experience in evaluating and training staff; and
- High degree of integrity and professionalism.

Working with others:

The Director is required to build and maintain a variety of collaborative working relationships with business groups, community organizations, local governments, and provincial agencies. They are responsible to work closely with consultants to ensure the projects and service goals will be met in a timely manner and on budget. Stakeholder engagement is paramount to both understand the needs of the public and to properly inform the public of projects and services the District provides or intends to.

Financial Responsibilities:

The Director is responsible for preparing and

- The ability to operate and maintain or direct the operation and maintenance of the water treatment plant;
- Prepare and submit budget estimates for functions for which responsible (including estimates of materials, supplies, fuel, human resources, equipment cost, etc.) and administer in accord with budget, as adopted by Council;
- Review and update District Bylaws from time to time as required; and
- Other duties, as assigned.

A SATISFACTORY CRIMINAL RECORD CHECK AND CREDIT CHECK IS REQUIRED.

Other information:

The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be changed at any time at the discretion of management. **Changes will not be considered a breach in employment contract.**

Core Values:

Every employee is expected to demonstrate commitment to the following core values:

- Safety
- Integrity
- Personal Responsibility
- Team Work
- Respect
- Inclusiveness

maintaining of the departmental operating and capital improvement budget and controls budget expenditures: authorize invoices regarding projects, consultants and operations and authorize purchases for the department.

Work Environment:

The Director works closely with the Public Works Staff. Most of the work is performed in an office setting. Project pending the Director may find 5-15% the job will be spent inspecting sites, liaising with consultants and/or contractors as well as attending training and conferences. Overtime may be required and/or working for extended hours and may be required to attend evening meetings. The Director will be required to respond to emergency situations.

Physical, Mental and Visual Demands

Most of the work is done in the office with some visits to the field and travelling from site to site. Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; traveling to and from job sites and attending meetings.

Required Licenses/Certifications

- Diploma or degree in a relevant discipline (e.g. civil, environmental, building, construction);
- Five (5) years related experience;
- Eligibility for membership as an Applied Science Technologist (A.Sc.T.);
- Valid Class 5 Drivers license; and
- Certification in EOCP and/or SWANA is an asset.