

MANAGER OF ENGINEERING OPERATIONS

ROLE SUMMARY

Reporting to the Senior Manager of Public Works, the Manager of Engineering Operations is responsible for leading a diverse team of section managers, unionized operators and technical staff in delivering maintenance and operational plans for the District's below ground infrastructure; assists with long term asset and resource planning; delivers strategic initiatives and capital works.

This position will lead large teams within a fast-paced, complex, and high-profile unionized environment. The incumbent must have the natural ability to solve problems by gaining a quick understanding of key issues, ability to manage conflict and make timely decisions, always keeping the public interest in mind. Exercises considerable independent judgement in all phases of work and is guided by policies and regulations to organize and manage work in a safe and efficient manner.

Specific areas of responsibility include:

Manager of Engineering Operations, Utilities:

- Waterworks (including SCADA)
- Storm & Wastewater

Qualifications

- Diploma in Civil Engineering Technology or related field supplemented by additional formalized training in administrative management and/or leadership, including familiarity with computer database applications.
- Eligible for registration as an Applied Science Technologist (AScT), with Applied Science Technologist and Technicians of BC (ASTTBC) or as a Professional Licensee (P.L. Eng) with Engineers & Geoscientist of BC (EGBC).
- Eight (8) years of progressive managerial or supervisory experience in a related position with a focus on maintenance, operations, and construction of municipal infrastructure, project and systems management including the ability to lead operational teams in delivering on priority initiatives through partnerships with internal and external stakeholders.
- Valid EOCP water and wastewater Level 3 certification is required.
- An equivalent combination of education and experience may be considered.

Knowledge, Skills & Abilities

- Strong leadership and management skills to motivate, develop, and effectively supervise operational and technical teams.
- Demonstrated ability to create and manage engineering budgets and cost controls.
- Demonstrated ability in scheduling and work planning.
- Demonstrated ability to initiate and implement creative and innovative technical, policy or process changes while ensuring buy-in from staff and other stakeholders.

Major Accountabilities

Advice & Support

- Serves as a key member of the management group which is responsible for advising on and implementing the District's long-term corporate plans and policies; formulating and driving strategies for realizing key goals and objectives.
- Assists with implementation of the Departments Strategic Plan and District's strategic objectives.
- Initiates a variety of correspondence and reports; prepare recommendations related to policies, procedures and programs.

- Participates as a member of the Divisions management team and contributes to policy development, strategic planning and department level management decisions.
- Researches new technologies and reviews alternative construction and maintenance methods.
- Provides recommendations to the Senior Manager of Public Works regarding human resource needs.
- Approves material and equipment requisitions.
- Establishes and maintains effective liaison with other divisions of Engineering regarding current Public Works activities, technical developments and schedules.
- Attends Committee and Council meetings as appropriate.
- Keeps the Senior Manager of Public Works apprised of operational developments that relate to the interests of the Department and District.

Leadership of Staff

- Provides leadership and direction to ensure the effective execution of all Public Works projects managed by the Division.
- Manages a large staff engaged in the delivery of public works projects and participates in the hiring and discipline of employees.
- Leads by example in terms of establishing annual personal performance objectives to be achieved by section leaders. Meets regularly with own direct reports to establish each of their annual personal performance objectives and holds them accountable for results.
- Inspects division work in progress to ensure compliance with applicable safety standards and good engineering practice, recommending changes in procedures, equipment and manpower where required.
- Prepares guidelines for work performance, expenditures and use of resources.
- Responds to and resolves, where possible, grievances arising from Public Works as the Step 2 designate.

Division Operations

- Plans, organizes and co-ordinates the activities of assigned Sections within Public Works ensuring a high quality of service provision.
- Ensures division adherence to environmental regulations and Corporate Plan objectives.
- Coordinates the preparation and presentation of the division's annual budget and ensures adherence to budget guidelines and spending policy.
- Directs budget preparation and administration; monitors and ensures the control and accountability for expenditures and productivity.
- Reviews each division's schedules and coordinates annual maintenance programs between the division's sections.
- Negotiates and resolves interdepartmental issues as they relate to the municipal works yard.