

Manager, Local Services Water and Waste Water Operations

Req ID: 845

Business Unit: Integrated Water Services

Division: Wastewater Infrastructure Operations

Regular/ Auxiliary: Regular

Rate of Pay: \$115,323.32 - \$135,674.27 yearly

Hours of Work: 70 hours bi-weekly

Closing Date: Review of applications will begin on May 13, 2024 but this position will remain to be open until filled

Position Purpose

This position has overall responsibility for the safe and effective operation and maintenance of CRD water and wastewater utilities serving the Electoral Areas: Salt Spring Island, Southern Gulf Islands and Juan de Fuca. The position provides leadership, technical expertise and direction, contract management oversight as well as ensuring optimal treatment and distribution/collection system performance and regulatory compliance.

Key Accountabilities/Position Outcomes

- Provides leadership and strategic direction necessary to ensure the successful operation of the utility systems, and operational projects and initiatives.
- Ensures policies, structures, systems, resources and management practices are in place and effectively support Operational initiatives.
- Knowledge and understanding of WorkSafe practices/protocols, Workers' Compensation Act and OH&S Regulations and relevant safety statutes. Ensure regulatory compliance – liaise with other CRD departments to provide technical assistance and guidance to ensure relevant legislation and guidelines are met.
- Oversees and implements monitoring processes to ensure operational and safety standards and protocols are sustained. Monitors facility performance to ensure optimal plant performance and efficiency.
- Holds the Operator in Charge designation for several water and wastewater facilities.
- Determines current operating requirements and leads the preparation of annual operating and capital budgets, authorizes expenditures, and ensures appropriate budgetary controls in line with corporate standards.
- Key operation liaison with the Capital Projects team and assist with operational input related to design and construction. Accountable as the key liaison with the Projects team in terms of capital asset integration and optimization.
- Uses diplomacy, tact and strong written/verbal communication, presentation and relationship building skills to maintain strong relationships with internal and external partner and stakeholders, including Local Service Committees and Commissions.
- Responsible for the leadership and management of employees and contractors within area of responsibility, including employment and labour relations matters involving: employee hiring, promotion, demotion and other personnel matters; discipline and discharge; representing management in the grievance procedure; input on behalf of management into

labour relations matters, and representing management on committees; maintaining Employer confidentiality; and developing, supporting and implementing various corporate and legislated policies, procedures and practices.

Additional Information

- This position is located at Saanich Peninsula Operations with regular travel to Salt Spring Island, Southern Gulf Islands and Juan de Fuca Electoral Areas.

Qualifications

- A minimum of 10 years' directly related experience
- An equivalent combination of education and experience

Certifications

BC Environmental Operators Certification Program Water Treatment Level 4

BC Environmental Operators Certification Program WasteWater Treatment Level 3

Valid BC Driver's Licence

Role Specific Knowledge, Skills, and Abilities

- Demonstrated leadership experience, preferably in a unionized environment.
- Demonstrated leadership and supervisory experience through a changing and dynamic environment.
- Proven ability to provide technical and operational expertise and direction.
- Demonstrated ability to deal frequently with sensitive situations involving the exercise of utmost tact, discretion, and judgement.
- Exceptional motivation, team building, and interpersonal skills.
- Demonstrated experience and/or knowledge of a water treatment and wastewater treatment systems and operations.
- Operational knowledge of Worksafe BC regulations and the ability to plan and coordinate projects to ensure safety of employees, contractors, consultants and the public.
- Contract Management and Project management skills and the ability to manage multiple projects with diverse objectives and deadlines.
- Ability to respond to emergency situations and provide immediate decisions and direction.
- Demonstrated ability to communicate well with staff, colleagues, and senior management on operational and tactical issues both orally and in written form.
- This position provides leadership to support utility operations, as such will be required to work a variety of shifts to meet operational needs, including weekends.

Leadership Profile

CRD Leaders are champions for creating an accountable, high performance, service oriented organization that makes a difference in our community. They pay attention to shifts and trends in an ever-changing and complex environment and think strategically to serve residents, businesses

and local governments today while developing a sustainable organization for the future. The following is a leadership summary for this position.

Leadership Level 2 (L2)

Leaders at this level generally manage professional employees and/or supervisors, developing plans and coordinating resources to meet the operational objectives of the work group. They manage financial resources and uses in-depth expertise in own field to resolve operational problems, improve effectiveness, and implement the functional strategies of the work unit.

While CRD Leaders are accountable to all Leadership Competencies, the competencies listed below have particular relevance to this position. Click [here](#) for a complete definition of our Leadership Levels and Competencies.

Leadership Competencies

Thinks Strategically

Develops Others

Is Accountable for Results

Understands the Politics

Focuses on Service

Builds Partnerships

APPLICATIONS

Review of applications will begin on May 13, 2024 but this position will remain to be open until filled.

To apply for this exciting opportunity, please **go to www.crd.bc.ca and click on Careers** to submit your resume and covering letter online. We welcome all qualified applicants to apply and may consider a combination of experience, education and/or training where possible.

The Capital Regional District wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.

