



EMPLOYMENT OPPORTUNITY

DIRECTOR OF TRANSPORTATION AND CIVIC WORKS

The City of Castlegar is a community of 7,800 people situated at the confluence of the Columbia and Kootenay Rivers in the beautiful West Kootenay region of British Columbia. If you enjoy outdoor activities, our surrounding mountains and lakes offer a relaxed lifestyle and excellent recreational opportunities for you and your family.

The City of Castlegar has an exciting career opportunity for a technically strong individual with excellent management skills who is capable of communicating effectively with residents, City Council, staff, contractors, professionals and senior levels of government.

Reporting to the Chief Administrative Officer, the Director of Transportation and Civic Works is responsible for overseeing the operation and maintenance of City infrastructure including roads, water facilities, sanitary sewer collection system, storm drainage facilities, parks, cemeteries and waste management. The incumbent will effectively prepare and manage operational and capital budgets and develop and implement department policies and procedures within a unionized environment.

The ideal candidate will possess the following:

- a diploma in Civic Engineering Technology;
- considerable knowledge of municipal infrastructure, including methods, practices, specifications and techniques used in the construction, operation and maintenance of water, sewer, road, drainage and other facilities;
- a minimum of 10 years experience related to municipal engineering and associated technical and operational functions, including working knowledge of project management and municipal codes and regulations;
- practical knowledge and understanding of computer software (Microsoft Office suite, AutoCAD, GIS systems, etc.);
- the ability to prepare and/or review comprehensive reports, plans and contract documents;
- proven supervisory and team leadership skills in a union environment;
- exceptional interpersonal and communications skills;
- a valid Class 5 BC Drivers License.

The City is prepared to offer a very competitive salary commensurate with knowledge and experience, including comprehensive benefit package and relocation assistance. Interested applicants are invited to submit a letter of interest and resume via email, by **Friday, September 22nd, 2017**, to:

Personnel Officer
City of Castlegar
460 Columbia Avenue
Castlegar, BC V1N 1G7
E-mail: hr@castlegar.ca

For a detailed job description and more information on the City of Castlegar, please visit www.castlegar.ca. If you have specific questions regarding this position, you are invited to contact Mr. Chris Barlow at cbarlow@castlegar.ca directly. We thank all applicants for their interest; however only candidates selected for further consideration will be contacted.

DIRECTOR OF PUBLIC WORKS

A. SUMMARY OF FUNCTION

The incumbent administers and is responsible for the operation of the Engineering, Civic Works and Utilities functions. The Director of Transportation and Civic Works shall also hold the title of "Municipal Engineer".

B. REPORTING RELATIONSHIPS

Reports to: Chief Administrative Officer

Immediate Subordinates: Civic Works Operations Manager
Engineering Technician
Works Clerk

C. DUTIES AND RESPONSIBILITIES

1. Organizes, directs and coordinates the work of his subordinates.
2. Supervises new capital construction in accordance with plans and specifications provided by Consultants or completed "in house" and whether undertaken by outside contractors or by City forces.
3. Provides professional and technical advice to the Chief Administrative Officer and Council, subordinates and other Departments as required.
4. Reviews work programs with the Chief Administrative Officer and further reviews subordinates' work and programs and procedures for carrying out work projects effectively.
5. Interviews contractors, business representatives and members of the public who are affected by activities of his Department.
6. Discusses and reviews municipal engineering issues with the Transportation and Civic Works Committee, Chief Administrative Officer, department heads, taxpayers and others.
7. Serves on Committees as required by the Chief Administrative Officer.

8. Develops and monitor budgets for public works.
9. Completes special reports, cost estimates and expenditure reports as requested by the Council, the Chief Administrative Officer and for other Departments when requested.
10. Hires, fires, evaluates, promotes, demotes, suspends, lays-off, trains and disciplines employees within his department and in accordance with established policies and procedures of the City.
11. Investigates and acts upon complaints from the Public.
12. Performs related duties as assigned by the Administrator.

D. PERSONAL SUITABILITY

1. Exhibits exceptional inter-personal skills and works effectively with subordinates, colleagues, management, elected officials and the general public.
2. Communicates effectively both orally and in writing.

E. DESIRABLE QUALIFICATIONS AND TRAINING

Minimum 2 years post-secondary education in a technological field of study with five years of professional experience in a municipal setting.

The above statement reflects the general details considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

/cr
August, 2009