



JOB PROFILE

MANAGER – UTILITIES

Revised: February 2023

Job Summary:

Reporting to the Director of Operations, the incumbent effectively manages the activities of the Arrowsmith Water Services (AWS) and the Englishman River Water Services (ERWS) as well as the City of Parkville water and utilities services including operations, planning, and development. The position also prepares, manages, and executes annual budgets; capital projects; Council priorities including the implementation of AWS and ERWS plans. This position is also responsible for the overall asset management of City-owned utilities.

Primary Duties and Responsibilities:

Design and development programs including the development, management, and implementation of long-range strategic plans; work plans and budgets; annual maintenance programs; preventative maintenance schedules; and team development.

Manage minor capital projects from inception through commissioning, including development of a program schedule; RFP development; bid evaluation; timing; reporting requirements; general procurement; and overall project management.

Collaborate with senior management and other partners on the implementation and monitoring of the objectives as outlined in the City's Strategic Plan. Identify risks and develop mitigation strategies to minimize any environmental impacts.

Develop annual operating and capital budgets, approve expenditures and other transactions within limits of authority, and take necessary action to protect civic funds and assets against loss and waste. Monitor and manage program expenditures; prepare and recommend operational policies; optimize human resource planning, optimize service delivery, and coordinate delivery of maintenance programs and capital projects.

Direct and manage professional and technical staff of the Water Treatment Plant and Utilities Sections including selecting and training staff; coaching and managing employee conduct, performance, and attendance; overseeing the safety program; and responding to grievances. Oversee and ensure the quality of work in pursuit of overall program goals.

Represent the AWS, ERWS, Water Treatment Plant and Utilities Sections to City departments, other organizations, government agencies and the public including collaborating with Engineering and Planning regarding capital project coordination and development application reviews; liaising with consultants on projects and developers on private developments; responding to public service requests and complaints.

Manage the delivery of water and sewer utility planning, design and construction services including conferring with residents and community groups for input regarding proposed service development;

approving design or construction changes and informing affected departments; overseeing the maintenance of Island Health Operating Permit Conditions and Water License in accordance with the Province of BC Water Act; responding to citizen inquiries.

Prepare operational reports and records, technical and business reports for presentations, public responses, internal memos, and other documents.

Participate in meetings of Council, other departments, public meetings and meetings with consultants and contractors as required.

Perform other related activities.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of the rules, regulations, and policies applicable to the operations of a municipal utilities department.
- Thorough knowledge of principles and practices of water and sewer planning, design, and development.
- Thorough knowledge and understanding of techniques, materials and equipment used in the design, construction, and maintenance of municipal utility services.
- Thorough knowledge of WorkSafeBC regulations.
- Thorough knowledge of regulatory and governing bodies related to water and sewer utilities works.
- Thorough knowledge of interpreting, reporting, and providing advice and guidance on a variety of regulatory matters.
- Thorough knowledge of municipal infrastructure including methods, practices, specifications, and techniques used in the construction, operations and maintenance of municipal drinking water infrastructure including (but not limited to) dams, water treatment plants, raw water intakes and pumping stations, transmission mains, aquifer wells, and water distribution piping and fixtures.
- Thorough knowledge of municipal infrastructure including methods, practices, specifications, and techniques used in the construction, operations and maintenance of municipal sewer infrastructure including (but not limited to) pump stations, transmission piping, and fixtures.
- Sound knowledge of the principles of project management.
- Sound knowledge of current literature, trends, and development in planning, design, and development.
- Sound knowledge of asset management processes.
- Sound knowledge of Microsoft Office; computer skills in accounting software, complex spreadsheets, work order systems, other related complex data entry and word processing.

Ability to:

- Establish and maintain effective working relationships with internal and external contacts and to communicate tactfully and effectively, both verbally and in writing.
- Plan work, including experience analyzing current practices and making recommendations for change, including measuring and monitoring to ensure best practices.
- Develop and implement training programs.
- Exercise tact, discretion, and sound judgment while dealing with sensitive issues in a political environment.
- Communicate effectively both written and oral.
- Handle multiple tasks simultaneously while working to a deadline.
- Effectively supervise the work of unionized staff and external consultants.

- Work independently with minimal supervision and direction.
- Work as part of a collaborative team.

Education:

- Bachelor's degree (Engineering Designation preferred) in related field from an accredited and recognized University (e.g., Certified Applied Science Technologist or professional Civil Engineering designation)
- Registration as an Applied Science Technologist with the Applied Science Technologists and Technicians of British Columbia or Professional Engineer in good standing with the EGBC.
- Certification under the BCWWA.
- Certification in water or wastewater operations through the Environmental Operators Certification Program would be an asset.
- Possession of a valid Class 5 BC Driver's Licence with a good driving record.

Experience:

- A minimum of 7 years of related experience in a managerial or supervisory position in a unionized environment, requiring demonstrated good leadership and supervisory skills, and quantifiable experience in employee relations, planning, project management, and budgeting. (BC preferred).

An equivalent combination of education and experience will be considered.