



SQUAMISH

HARDWIRED *for* ADVENTURE

Director of Public Works Permanent Full-Time

We are seeking an experienced Director to provide leadership to our Public Works department at both the strategic and operational levels. In this role you will guide the department's delivery of vital programs, initiatives and services including roads and drainage, water and sewer utilities, parks, vehicle and fleet management, electrical infrastructure and SCADA equipment services. Your leadership will play a crucial role in supporting the maintenance and enhancement of our community's infrastructure and services.

As an integral player on our leadership team, this position collaborates closely with leaders across the organization to ensure the department's workplan aligns with the District's overall organizational strategy.

What we're looking for:

- ❖ *A natural leader* who embodies the District's values of Connection, Integrity, Respect and Progress and is dedicated to developing their team, fostering a positive and inclusive work environment;
- ❖ *A strategic thinker* who brings fresh perspectives and innovative solutions ;
- ❖ *A safety champion* who understands that a safe workplace involves proactive measures and a commitment to operational integrity;
- ❖ *A risk manager* who utilizes their understanding of the organization's internal and external environment to develop and implement solutions;
- ❖ *A collaborator* who is committed to building team spirit, cross departmental connections and is skilled in fostering positive relations in a unionized environment;

Our ideal candidate has extensive and progressive experience working in Public Works or a related field, a degree in a related discipline, and is a Registered Applied Science Technologist or Certified Engineer Technician in the Province of British Columbia. Thorough knowledge of the Local Government Act, Community Charter, and other Acts, regulations, and bylaws relevant to local government is also essential to success in this role.

Who we are: The District of Squamish is a progressive and growing community. Our friendly, small-town setting, spectacular natural environment, thriving arts, culture and heritage scene and world-class recreational opportunities offer an incredible live-work-play lifestyle.

Think you would be the perfect fit? Then come work with us! In addition to a competitive salary (\$135,562.17 - \$148,969.41), the District of Squamish also offers a competitive and comprehensive benefits package.

A complete job advertisement can be viewed below.

[Click here to apply.](#) If you encounter any issues with the form, please submit your resume and qualifications by email to jobs@squamish.ca (**Quoting Competition #**) **To: #24-121** or submit your paper application to:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, BC V8B 0A3

E-mail: jobs@squamish.ca

Application deadline: October 11, 2024



SQUAMISH

HARDWIRED *for* ADVENTURE

The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.

External Job Posting

Position:	Director of Public Works
Status:	Permanent Full-Time
Work Area:	Public Works
Posting Date:	September 27, 2024
Closing Date:	October 11, 2024

GENERAL SUMMARY

Reporting to the General Manager of Community Services, the Director of Public Works is responsible for shaping the direction of the District's Public Works department by providing strategic leadership and ensuring statutory requirements and District policies are upheld to a high standard. The Director of Public Works will oversee the planning, development, and delivery of key services including water, sanitary sewer, roads, sidewalks, storm water drainage, dykes, parks, vehicles/fleet management, electrical infrastructure and SCADA equipment services, and directly supervises the Public Works management team. The Director is a key member of the senior leadership team at the District and collaborates closely with departments across the organization.

KEY RESPONSIBILITIES:

- Contributes to the success of our team and creation of our thriving community, by fostering the District of Squamish corporate values in their work: Respect, Integrity, Connection and Progress.
- Provides leadership, direction, evaluation and supervision of Public Works department staff, and directly supervises the management team. Assures the effective utilization of staff through training, coaching, development and motivation.
- Follows the District of Squamish's Customer Service Guidelines to ensure the Delivery of Outstanding Service.
- Prioritizes the safety of all employees by ensuring that all WorkSafe BC safety standards and safe work procedures are adhered to; leads risk management and ensures an effective safety-training program is in place.
- Oversees planning and management of Public Works services, including water, sanitary sewer, roads, sidewalks, storm water drainage, dykes, parks, vehicles/fleet management, electrical infrastructure and SCADA equipment services.
- Plans, coordinates and directs municipal servicing, construction and maintenance programs, in collaboration with other key departments.
- Researches and develops reports and policies regarding the District's long-range operational work for infrastructure and fleet, work management plans.
- Ensures optimization of crews in order to maximize productivity.
- Reviews and ensures the development or modification of work policies, procedures, standards, specifications and regulations including emergency work forces and equipment. Ensures that Public Works matters, policies, practices, procedures, and service levels as specified by Council and other regulatory bodies are being observed and carried out in accordance with the *Local Government Act, Community Charter, Water Sustainability Act, Drinking Water Protection Act, Municipal Wastewater Regulation, Fisheries Act & Regulations, Wastewater Systems Effluent Regulations and other pertinent Provincial and Federal Acts and Regulations.*
- Receives and investigates public requests and complaints, recommends appropriate actions and monitors results.
- Liaises with other departments involved in the review of development applications and ensures resource requirements for operation and maintenance of assets and infrastructure that will be transferred to District ownership are included in planning.
- Prioritizes and directs all Department activities to ensure alignment with the District's Strategic Plan and master plans.
- Develops long-term financial planning, including the formulation of operating and capital budgets, and manages the Public Works Department within budget parameters.
- Attends departmental, Senior Leadership, Council and Committee meetings, as required.



SQUAMISH

HARDWIRED *for* ADVENTURE

KEY COMPETENCIES

- Collaboration – Building team commitment and spirit
- Developing Others – Championing a supportive learning environment
- Leading Others – Building commitment to a compelling vision
- Managing Change – Manages the change process
- Managing Risk – Influences the organization's risk management culture
- Strategic Thinking – Developing vision for the organization

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the *Local Government Act, Community Charter, other Acts, Government Regulation and Bylaws* concerning District and local government activities.
- Thorough knowledge of Occupational Health and Safety Regulations and WorkSafe BC requirements.
- Working knowledge of Provincial Legislation and Regulations that affect specific policy decisions of the department and ability to provide opinions on same.
- Excellent interpersonal and communications skills and ability to deal with people in a professional manner.
- Strong analytical and problem-solving skills and the ability to manage conflict effectively
- Proven ability in creating effective systems to manage workflow and leading high performing teams.
- Proven negotiation skills.
- Strong computer skills and thorough knowledge of Microsoft Office including MS Word, Excel and Outlook.
- Superior ability to develop and maintain strong and effective working relationships with a diverse group of stakeholders including all senior staff, employees, elected officials, First Nations, other agencies, and the public.
- Ability to give sound advice and write effective reports and recommendations for the guidance of Council.
- Ability to prepare and administer budgets and long-term financial plans.
- Proven superior ability to lead, motivate and direct departmental management staff in a variety of diverse activities to meet organizational objectives and work within the organization's core values.
- Ability to read and interpret plans, designs, specifications and related materials.
- Ability to handle a complex and varied workload in a flexible manner, often under pressure.
- Ability to innovate and embrace creativity.

REQUIRED TRAINING, EDUCATION, AND EXPERIENCE

- Post-Secondary degree in related discipline
 - Registered Applied Science Technologist or Certified Engineer Technician in the Province of British Columbia
 - Valid BC Class 5 Driver's License
 - Ten years' progressive responsibility in municipal Public Works and/or Engineering
 - Minimum 5 years' experience at a leadership/management level
- OR**
- An equivalent combination of education, training and experience.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

Hours of Work: 70 hours bi-weekly, Monday to Friday fortnight schedule.

Salary: \$135,562.17 - \$148,969.41, as well as a comprehensive benefits package.

This is an exempt position and is excluded from Union membership.

[Click here to apply](#). If you encounter any issues with the form, please submit your resume and qualifications by email to jobs@squamish.ca (**Quoting Competition #**) **To: #24-121** or submit your paper application to:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3



SQUAMISH

HARDWIRED *for* ADVENTURE

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence jobs@squamish.ca and include "Accessibility" in the subject line. We thank all applicants for applying.