

## **JOB DESCRIPTION**

<b>Job Title:</b> MANAGER OF UTILITIES	<b>Department:</b> PUBLIC WORKS SERVICES	<b>Division:</b> UTILITIES MAINTENANCE
<b>Classification:</b> EXEMPT	<b>Supervisor's Title:</b> DIRECTOR OF PUBLIC WORKS SERVICES	<b>Date:</b> DECEMBER 19, 2019

### **SCOPE OF THE ORGANIZATION**

The Corporation of the City of Courtenay was established in 1915 to deliver municipal government services to the community. The Chief Administrative Officer who reports to Council manages the Corporation. Seven Departments report to the Chief Administrative Officer including Development Services, Engineering Services, Financial Services, Legislative & Corporate Services, Public Works Services, Recreation & Cultural Services, and the Fire Department.

**The Public Works Services Department** is responsible for overseeing the ongoing operation and maintenance of all infrastructure assets within the City of Courtenay. The department is comprised of five divisions: Transportation Maintenance, Utilities Maintenance, Parks Maintenance, Civic Properties Maintenance and Asset Management Technical Services.

The Utilities Division is responsible for the construction, operation, maintenance and emergent repair of water distribution and, water booster station, wastewater collection and, lift stations, storm water conveyance systems and participates in short and long-term planning for City infrastructure services and facilities.

### **POSITION SUMMARY**

Manages the day to day operations of the Utilities Maintenance Division and provides technical and administrative work planning, coordination and directing all aspects of the operation, maintenance, and construction, including emergent repairs of water distribution system, water booster station, wastewater collection system, lift stations, including utility telemetry control (SCADA) and stormwater conveyance systems. The incumbent develops and implements practices and procedures to ensure the both the effective and efficient operation of the Division. Considerable independent judgment and action is exercised.

### **REPORTING RELATIONSHIPS**

This position reports to the Director of Public Works Services.

Positions that report directly to the Manager of Utilities are:

- Water Technician
- Water Foreman
- Wastewater & Drainage Foreman

- Utilities Construction Foreman

## **MAJOR RESPONSIBILITIES**

1. Participates in the development of short and long-term plans relating to the maintenance of public works infrastructure, services and facilities in support of strategic priorities; Makes recommendations on service delivery options in response to changing needs and efficiencies.
2. Develops and manages the implementation of operational policies, standards, bylaws and maintenance programs in accordance with regulations, bylaws, and risk management policies and practices.
3. Manages efficient and effective operations of the Utilities - Maintenance Division including the construction, operation, maintenance and emergent repair of water distribution, wastewater collection and stormwater conveyance systems.
4. Contributes to the development and maintenance of division asset inventory and assessment of existing infrastructure. Prepares and reviews life cycle cost information for proposed and existing infrastructure.
5. Manages staff, including determining the nature of work to be performed, recruiting, development and training, ensuring quality and quantity of work meets established standards. Resolves staff issues, manages performance and handles discipline problems and participates in grievance processes. Acts as an advisor/mentor to subordinate supervisors.
6. Prepares and reviews RFPs, tenders and contracts for capital and maintenance works; Participates in the selection of contractors and suppliers; Administers annual and on-going contracts for the Division.
7. Participates in the preparation of capital and operational budgets for the Division, and manages expenditures within approved budgets; Prepares reports and cost estimates, etc.
8. Builds and maintains effective communication and coordination processes with internal and external contacts including local, provincial and federal governments, utilities and other major service providers, City staff and general public.
9. Ensures conventional and electronic data, documents, reports, drawings, and correspondence are maintained in accordance with the City's records management systems.
10. Ensures the safety and security of staff, public, facilities and equipment by managing the implementation and maintenance of appropriate workplace safety and general risk management programs, policies and procedures; reports unsafe and/or insecure situations in accordance with regulations and City standards; directs the implementation of emergency procedures as appropriate.
11. Performs backup duties and other related work as required.

## **TYPICAL QUALIFICATIONS**

### **Education Requirements:**

- Diploma in Civil Engineering or technology, business administration or management; and/or a related discipline from a recognized educational institution.

### **Occupational certificates, licenses, association memberships:**

- Registered as an Applied Science Technologist (AScT) with ASTTBC.
- Registered with the Environmental Operator Certification Program (EOCP) as a Water Distribution System Operator - Level IV & Wastewater Collection System Operator - Level III.
- Valid BC Class 5 driver's license
- Criminal Record Check

### **Experience:**

- Considerable municipal construction and maintenance supervisory experience, preferably in a management position, senior level supervisor or an equivalent combination of training and experience
- Significant (8 - 10 years) experience in municipal infrastructure, project management and occupational health & safety including managing in a unionized workplace.
- Considerable (5 years) experience in project management and managing crews in a unionized environment.

### **Knowledge, Skills and Abilities:**

- Considerable technical knowledge of methods, practices, materials, tools and equipment related to the maintenance and construction of public works and utilities infrastructure.
- Considerable knowledge of the Worker's Compensation Act and OH&S regulations and other applicable legislation.
- Considerable knowledge and background in project management and contract administration
- Considerable knowledge and background in capital and operational budget preparation and control
- Strong interpersonal, communication, presentation, problem solving, decision making, leadership and general management skills
- Strong computer skills relating to Microsoft Office Suite software.
- Ability to lead, coach, and motivate staff in a team environment
- Ability to establish and maintain effective working relationships with representatives of government agencies, community and business groups, contractors, the general public, and City staff.

### **COMPLEMENTARY ASSETS:**

- Training in Emergency Management (Incident Command, EOC Essentials).

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This job description is an accurate statement of the position's reporting relationship, responsibilities, and qualifications as of \_\_\_\_\_, 20\_\_.

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Director's Name

Signature

Date

I have read this job description:

\_\_\_\_\_

\_\_\_\_\_

Employee's Name

Employee's Signature

Date