



DIRECTOR OF PUBLIC WORKS AND RECREATION

The District of Logan Lake a picturesque community situated in the heart of the Highland Valley (60 kilometers south of Kamloops via Highway #5/ 97D and 52 kilometers northwest of Merritt via Highway 97C), with a population of approximately 2,300, is seeking a Director of Public Works and Recreation (DPWR) to oversee the Public Works and Parks and Recreation divisions. The DPWR exercises a high degree of initiative, judgment and authority; and is responsible for the water distribution system, maintenance of roads, maintenance of the sanitary system, fleet maintenance facilities, parks, cemetery and capital works projects.

The DPWR reports to the Chief Administrative Officer (CAO) and advises the CAO on all matters pertaining to the department. As a member of the management team, the successful candidate will have proven leadership, organizational and public relations skills; experience in budget preparation and monitoring; and will work closely with engineering and other consultants, employed by the District for specific projects.

Preference may be given to candidates with a diploma in Civil Engineering, or certification in Project Management, while those with a combination of similar training and experience will also be considered. In addition, experience at the middle management level is required; certification under the EOCP Certification and/or a 5th Class Power Engineering Certificate; and Recreational Facilities Management would be considered an asset.

The District offers an excellent benefit package and competitive salary based on experience and qualifications. Interested applicants are invited to submit a letter of interest and detailed resume by **Wednesday, November 24, 2021**.

The District thanks all applicants, however, only those being considered for an interview will be contacted.

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Location: Logan Lake, BC
Date Posted: Tuesday, November 2, 2021
Posting Expires: Wednesday, November 24, 2021

DIRECTOR OF PUBLIC WORKS AND RECREATION (Management) Job Description

Reporting to the Chief Administrative Officer, the Director of Public Works and Recreation (DPWR) is responsible for the water distribution system, maintenance of roads, maintenance of the sanitary system, fleet maintenance, facilities, parks, cemetery and capital works projects. The DPWR is responsible for all technical reports and budgetary control for the Public Works and Recreations Departments and shall attend Council or Committee meetings, as required.

Job Duties

As Director of Public Works and Recreation:

- Be the direct administrative officer of the Public Works, Parks and Recreation division and in this capacity be responsible for scheduling, supervision, budget recommendations and control.
- Be responsible for materials and equipment.
- Investigate public complaints and make recommendations on the resolution of these complaints.
- Initiate preventative maintenance programs.
- Evaluate work completed and staff programs.
- Schedule staff vacations and time off.
- Be responsible for cost estimates and management of special programs or projects.
- Consult and coordinate operation of staff on a day-to-day basis.
- Make written reports and verbal recommendations to Council through the office of the Chief Administrative Officer.
- Develop expressions of interest for consultants, make recommendations to Council, and write contracts and terms of reference.
- Conduct monthly Health and Safety meetings.
- Monitor and initiate safety programs.
- Vehicle purchases, management and maintenance.
- Cemetery management and maintenance.

Job Qualifications

- Diploma in engineering or certification in project management, building operations, maintenance operations or park operations would be considered an asset. Those with a combination of similar training and experience will also be considered.
- A minimum of five years' experience demonstrating strong supervisory and leadership skills within public works or operations division.
- Experience with engineering, infrastructure, public works operations, parks and recreations facility operations, current and long-range planning, building operations and maintenance, property management and budget preparation and monitoring.
- Ability to communicate effectively, both orally and in writing, with municipal staff, management, administrators, Council and the general public.
- Demonstrated ability to foster positive labour/ management relations.
- EOCP Certification, experience in water distribution and wastewater treatment, and a 5th Class Power Engineering Certificate would be considered an asset.
- Valid BC Driver's License is required.