



## **Job Description**

<b>Title:</b>	Director of Utilities and Environmental Services
<b>Department:</b>	Utilities and Environmental Services
<b>Date:</b>	December, 2018
<b>Supervisor:</b>	Chief Administrative Officer (CAO)
<b>Positions reporting to this position:</b>	Senior Engineering Technologist, Resource Recovery Coordinator, Parks & Trails Coordinator, Communications Coordinator – Solid Waste and Resource Management, Utilities & Environmental Services Clerk

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### **General Description of work**

This position reports to the CAO and assumes responsibility for water systems, sewer systems, street lighting systems, flood and debris flow structures, solid waste management, and parks and trail services for the electoral areas of the Regional District.

The Director of Utilities and Environmental Services is responsible for directing the management and operations of public utilities and infrastructure for the electoral areas, including the implementation of the Solid Waste and Resource Management Plan for the Regional District. Key areas of responsibilities include the administration of operational contracts, developing 5-year operational and capital budgets, long term planning for utility service delivery, conceptual design of utility upgrades and improvements – ensuring compliance with provincial and federal regulations, review of development permits in conjunction with the Planning and Development Department, developing and mentoring departmental staff and creating and presenting projects and reports to the SLRD Board of Directors.

This position requires a considerable degree of independence and sound professional judgement.

### **Main Duties**

- Directs the construction, operation and maintenance of local service area utilities within the electoral areas of the Regional District. Develops, maintains and operates within annual capital and operating budgets, and advises on risk management policies with respect to services provided within local service areas. Designs, or directs the design of, services included within local service areas and supervises all aspects of connecting and dispensing of utility services to the public through local service areas.

- Determines the most cost effective and expedient manner of delivering utility services to the local service areas, advises on such procedures, implements when approved, and also implements preventative maintenance plans and procedures for all utilities.
- Assumes responsibility for implementing, monitoring and development of the Solid Waste and Resource Management Plan for the Regional District as a whole, as approved by the Regional District Board.
- Departmental functions include: water and sewer system operations; landfill and transfer station operations; short and long-term capital planning including asset management planning for the water/sewer/solid waste facilities; dyking inspections; bylaw creation and amendments as needed; park development and trail construction – including the master planning of trail systems; review of development and re-zoning applications with respect to site servicing; review of new provincial and federal regulations, acts and policies; and reporting to the Board of Directors on all of the above.
- Responsible for preparing annual budgets for service areas of responsibility and also monitoring each separate budget on a monthly and quarterly basis.
- Coordinates work priorities within the department.
- Makes recommendations to the CAO for the hiring and training of permanent, casual and part-time staff to carry out work within the local service areas of the SLRD.
- Performs special project assignments as directed by the CAO.
- Assist as directed in supporting the SLRD's emergency response mandate. Duties assigned during an emergency may differ from regular duties.

### **Minimum Qualifications**

- Technical competence in civil engineering and solid waste management.
- Experience in utility design and estimates, and a sound knowledge of construction techniques and of municipal engineering operations and procedures.
- Knowledge of contract law and sound knowledge of systems operations and preventative operations.
- Experience with Capital Asset Management Plans, Policies and Strategies
- Strong project management and leadership skills.
- Bylaw and contract drafting and administration experience.
- Ability to develop and maintain effective relationships with the public, staff and elected officials, as well as with other local governments, First Nations and organizations and outside agencies.
- Public consultation and community relations skills.
- Sound analytical thinking, decision-making, planning, prioritization and execution skills.
- A self-starter able to work without supervision, and must exercise good business judgment.
- Strong decision-making skills.

- Self-motivated and independent worker with appreciation for being part of, and ability to work productively with others as part of, a team.
- Excellent verbal, written and interpersonal communication skills.
- Good working knowledge of computer applications.
- Highly organized, effective attention to detail and accuracy and excellent follow-through.
- High level of integrity, confidentiality and accountability.
- High degree of resourcefulness, flexibility and adaptability.

### **Education/Experience**

- A Post-Secondary Degree in Engineering or related discipline, or professional recognition as an Applied Science Technologist or Technician, supplemented by 5 or more years of relevant experience in a management position, preferably in local government, or an equivalent combination of education and experience.
- The ability to manage a multi-disciplinary team.
- A thorough working knowledge of Provincial and Federal regulations relating to drinking water, sewage effluent and solid waste.
- Demonstrated experience with developing operational budgets and planning for capital renewal and growth.

### **Required Licenses, Certificates and Registration**

- Valid BC Driver's License.