



## **MANAGER, UTILITIES** **(Exempt)**

**Competition #:** 09-COV-18

**Closing Date:** February 14, 2018

Reporting to the Director, Operations Services this position is responsible for ensuring effective management and operation of the sanitary sewer collection system, the storm drainage system as well as the water distribution system as it relates to the obligations of the City of Vernon's contract with the Regional District of the North Okanagan (RDNO).

### **Duties:**

- Supervises a large department using prescribed management techniques and following industry standards' best practices for the operation and maintenance of the sanitary collection, storm drainage and water distribution systems.
- Oversees all facets of the repair, operation and maintenance of the sanitary collection and storm drainage systems within the City of Vernon.
- Oversees all facets of the repair, operation and maintenance of water distribution systems within the City of Vernon and Electoral Areas B and C in compliance with Provincial Certificates and the Water Agreement between the City of Vernon and RDNO. Adheres to protocols and service levels set by RDNO.
- Liaises with RDNO staff to coordinate and optimize the operation of the water system including supply and treatment facilities and water quality.
- Oversees construction and commissioning of capital projects relating to sanitary collection, storm drainage and water distribution systems. Works with other City departments to ensure that projects are completed efficiently, within times frames set and within budget, utilizing internal and external resources as required.
- Participates in the ongoing assessment of the existing sanitary, storm and water system's present and future infrastructure requirements. Assists in the development of short, medium and long range plans for infrastructure maintenance, upgrade, replacement, and expansion of the sanitary collection, storm drainage and water distribution systems.
- Ensures risk management and liability exposures relating to the Utilities Department are addressed and monitored and advises Senior Management accordingly.
- Maintains liaison with other City of Vernon staff, Provincial and Municipal government departments, civic, union and business officials on matters relating to sanitary collection, storm drainage and water distribution systems.
- Advises Senior Management on technical and operational requirements for the department and makes recommendations for improvements and changes as required.

- Maintains an effective safety program in conjunction with the Health & Safety Coordinator to ensure compliance with all Work Safe BC regulations; including safety rules and procedures, safety orientation and training, identification/correction of workplace hazards, accident/incident investigation, and regular meetings.
- Attends meetings of City and regional governance committees, as well as public hearings and other public meetings as a resource and/or representative of the City as required.
- Develops and monitors the attainment of Division's goals and objectives to support the Corporate (Council) Strategic Plan. Ensures Council's Goals and Objectives related to the division are accomplished.
- Ensures that statistical records and data are maintained for the sanitary, storm and water systems.
- Reviews and recommends revision to, or establishment of, bylaws that support the functions of the Department.
- Prepares and administers Department's budget development and presentation process and financial results within budget allocations. Monitors expenditures and revenues to ensure ongoing compliance with the Utilities Department's budget.
- Reviews methods of increasing revenues and/or improving efficiencies of the department to the City/Client from current services provided or new service opportunities.
- Prepares comprehensive Business Plans.
- Prepares reports relative to the water distribution systems, storm and sanitary collection systems when required.
- Carries out cost benefit analysis of service delivery options including contracting, partnerships, in-house or service elimination, and recommends the appropriate option. Coordinates development and maintenance of benchmarking systems to ensure effective measurement of performance and service delivery by the Department.
- Investigates and resolves public complaints and delegates service requests and work orders to Utilities staff as required.
- Recruits, appoints, promotes, directs, and monitors performance, within the scope of approved City policies and the CUPE Collective Agreement in consultation with the Director of Operation Services, the Human Resource Department and the CAO. Recommends annual training and staff development programs and ensures that staff participate in training and development opportunities to meet City objectives and industry standards.
- Ensures staff deal with emergencies in an effective and efficient manner and notifies appropriate agency/personnel (RDNO, CAO, Provincial Emergency Program, Interior Health, and Director of Operation Services) of any malfunction of the systems, emergency situations or major process changes. May be required to provide assistance during emergency situations to trouble shoot and determine most cost effective and efficient repair solutions.
- Performs other related duties as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

### **Required Education and Experience:**

- Diploma in Civil Engineering Technology or other technical diploma in a related field.
- Minimum 7 years' experience with systems relating to water, sanitary and storm of which at least 3 have been in a progressively responsible management/supervisory role.
- Valid BC Driver's Licence, Class 5.
- An equivalent combination of education, training and experience may be considered.

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

- Excellent working knowledge of the operation, maintenance and repair of sanitary and storm sewer collection systems.
- Excellent working knowledge of the operation, maintenance, repair, equipment and materials used in achieving and maintaining potable water quality standards.
- Excellent working knowledge of construction practises and techniques relating to sanitary, storm and water systems.
- Good understanding of hydraulic pumping operations, lift stations and SCADA systems.
- Ability to read and interpret plans and specifications.
- Ability to make accurate notes, sketches and observation reports.
- Competency in computer operations, spreadsheets and system configurations.
- Excellent communication and interpersonal skills to ensure that positive communication between staff, management and outside agencies is maintained.
- Ability to manage a large department.

### **Preferred Education and Experience:**

- Degree in Civil or Mechanical Engineering.
- 8 years supervisory experience relating to the operation, maintenance and repair of water, sanitary and storm systems.
- Prior experience working within municipal government is preferred.

### **TO APPLY:**

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using **one** of the following methods:

- Online at [www.vernon.ca](http://www.vernon.ca) (In MS Word or PDF Format) or
- By Fax: (250) 550-3551

Internal applicants are asked to complete the on-line *Application for Internal Posting* form located on Jostle and forward this along with a resume.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.