



MOUNTAINS OF OPPORTUNITY

CRANBROOK

Career Opportunity

DIRECTOR OF PUBLIC WORKS

The City of Cranbrook is looking for an experienced and passionate professional to lead its Public Works department.

The City of Cranbrook

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay. Known as the “Basecamp of the Kootenays”, Cranbrook provides an inviting lifestyle in a beautiful setting that has made our city a welcoming and growing place in which to live, work and play.

POSTING #	POSTING TYPE	POSITION TYPE	HOURS OF WORK
23-55	Exempt	Full-time	35-hour work week

POSITION SUMMARY

Reporting to the Chief Administrative Officer the Director of Public Works is responsible for the overall daily operation of the Public Works department including the leadership of all personnel within the department, day-to-day maintenance of the City’s infrastructure services such as sewer maintenance and facility operation, sanitation, roads, drainage, fleet/equipment, parks, cemeteries, water/sewer/electrical/garbage utilities, equipment repairs and maintenance, city storm and sanitary sewer operations, and emergency response for snow and ice, flood, severe weather mitigation.

The Director is also responsible for budget preparation and control of expenditures, preparation of reports for the Chief Administrative Officer and Council.

KEY RESPONSIBILITIES

- Responsible to the City Administrator for the effective operation of the Public Works services which comprises of roads, drainage, fleet/equipment, parks, cemeteries, water/sewer/electrical/garbage utilities, shops and building maintenance.
- Building maintenance for City owned buildings; roads to include winter and summer operations; sidewalk maintenance; drainage systems to include storm sewers, creeks, and waterways; vehicle/ equipment/fleet maintenance for all City owned vehicles and equipment.
- Plan, coordinate and direct the effective ongoing operation of the Public Works services; apprise the City Administrator of all operational matters particularly those involving personnel issues.
- Using tact, good judgement, and independent initiative to deal with interpersonal matters and public relations to ensure that a positive approach is used by Public Works staff in providing effective and efficient customer service.
- Responsible for the management, maintenance, operation and improvements of recreation facilities and arenas.
- Perform various administrative activities including, development, preparation, and monitoring of Public Works budget.

- Have a general understanding of the Municipal Act and remain abreast of legislative changes which may affect the Public Works department
- Provide assistance to Emergency Services as required.
- Ensure that all safety standards under the Workers' Compensation Board and pursuant regulations are adhered to
- Attend Council Meetings as required.
- Represent the City of Cranbrook as a member of selected committees as directed by the City Administrator.

REQUIRED QUALIFICATIONS

EDUCATION

- A Bachelor's Degree in Engineering or Business Administration with at least five (5) years leadership experience in a public works department OR
- A Diploma in Engineering or Business Administration with at least ten (10) years leadership experience in a public works department OR
- Any Red Seal Ticketed Trade relevant to public works or Water/Wastewater Operator's EOCP level IV, with at least ten (10) years leadership experience in a public works department.

LICENSES / CERTIFICATES

- Valid Class five (5) Driver's Licence

EXPERIENCE

- The applicant should have a minimum of seven (7) years of managing a public works department including, but not limited to day-to-day maintenance of the city's infrastructure services such as sewer maintenance and facility operation, sanitation, street maintenance, city storm and sanitary sewer operations, and emergency response for snow and ice, flood, severe weather mitigation.
- Background in accounting and budgeting experience to successfully handle budgetary works.

SPECIFIC SKILLS

- Knowledge in municipal public works such as planning, design, maintenance, and construction.
- Knowledge in municipal solid waste landfill planning, design, maintenance, and construction.
- Knowledge in principles of budget preparation and expenditure control.
- Knowledge in applicable federal, provincial, and local laws and regulations pertaining to public works and solid waste functions.
- Knowledge in principles of effective management skills.
- Ability to analyze, evaluate, and implement municipal public works and solid waste programs/projects.
- Strong communication skills.
- Knowledge in safe work practices.
- Ability to plan, organize and direct the work of public works and landfill personnel.
- Ability to analyze organizational and administrative problems, recommend alternative courses of action, and provide leadership to others in implementing such actions.
- Ability to prepare and create clear and comprehensive written reports.
- Maintain strong relationships with the City officials, employees, contractors, the public, and representatives of other agencies.
- Experience in evaluating and training staff.
- Experience in working in a unionized environment.
- High degree of initiative and sound judgement.
- Demonstrated ability to work with minimal supervision.

SPECIAL REQUIREMENTS

- Able to obtain RCMP security clearance
- Knowledge of municipal legislation and interpretation of bylaws

CLOSING DATE **Open until filled**

Interested applicants are requested to submit a covering letter and resume to:

Human Resources
City of Cranbrook
40 – 10th Avenue South, Cranbrook, BC V1C 2M8

E-mail: human.resources@cranbrook.ca (Submissions in Word or .pdf format only)

We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.

Diversity, Equity, and Inclusion

This Policy provides the foundation for Diversity, Equity, and Inclusion (“DEI”) at the City of Cranbrook to ensure a safe, respectful, and inclusive community and workplace. The City of Cranbrook will work towards becoming a community that supports and fosters a diversity of perspectives and provides equal opportunities for its residents. The aim is for the City to provide programs and services that meet the diverse needs of the community. The City of Cranbrook is equally committed to an inclusive workplace that welcomes, respects, and values a diverse workforce that reflects the qualities and differences of the broader population it serves.

Policy No. 50-15