



Director - Public Works and Development Services Job Description

Position Summary

The Director of Public Works and Development Services reports directly to the CAO and provides leadership for the Operations Manager of Public Works and the City Planner.

The Director is responsible for overseeing the Public Works and Engineering functions, including: the safe and efficient planning, development, operations and maintenance of the municipal infrastructure. The Director is also responsible for overseeing the planning, building, and development functions of the City of Duncan, including fire inspection, and bylaw enforcement activities pertaining to land use.

The Director is responsible for ensuring the two functions collaborate on corporate policy to ensure consistency.

The Director is responsible for fostering a close working relationship between Engineering and Development Services to ensure a seamless and customer focused development process consistent with the OCP.

The Director acts as an advisor on the development of standards, policies and operations intended to position the City as a leader in sustainable planning and development and best practices.

Key Competencies

Leadership - Ability to set visions and goals and communicate them effectively across an organization. Known to engage, inspire and motivate others instilling enthusiasm and commitment. Ability to analyze, assess and make appropriate recommendations both internally and externally.

Land Development – A progressive career that has focused on Civil Engineering or Planning preferably in a local government setting.

Project Management –An experienced team leader with ability to influence and delegate, initiate and manage cross-functional teams and multi-disciplinary projects. Ability to meet deadlines under pressure and use strong critical thinking, decision making and problem solving skills.

Collaboration and Negotiation – Has an honest, open, and consistent approach to working with others and possesses strong relationship and interpersonal skills. A champion at relationship building, developing, maintaining and enhancing partnerships and strategic alliances, and obtaining stakeholder agreement.

Communication Skills – Ability to interpret, report, advise and provide guidance on a variety of complex matters pertaining to the City. Presents written and verbal information with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well. Possesses superior presentation skills.

Employee Development and Change Management – Has the ability to deal effectively with change and pressure; can adjust rapidly to new situations warranting attention and resolution. Invests in continually shaping and developing the team, inspiring increasing commitment, work effort and the desire to stay with the organization for the long term. Effectively manages diverse types of employees.

Financial and Risk Management – Senior managerial experience in finance and risk management; significant experience with capital and operating budget development and management; ability to manage the financial performance of the departments; experience overseeing expenditures within approved budgets and taking corrective action if required. Supports staff to deliver the capital infrastructure plan, consistent with the Asset Management Plan

Genuine Concern for Health and Safety - Understands why safety is important, uses skill and knowledge to teach others, ensures safety policies are adhered to, and acts to continuously improve awareness.

Key Responsibilities

- Acts as Deputy Approving Officer and approves servicing plans for new developments.
- Advises and consults with other departments, agencies, First Nations, community groups, property owners, associations, and the public and attends public meetings as required.
- Leads teams to pursue funding and service delivery options for infrastructure development and capital projects, including grant applications, procurement options and partnerships.
- Manages staff responsible for the safe and efficient planning, development, operations and maintenance of the municipal infrastructure, such as: water systems, solid waste management, wastewater collection and treatment system, public works equipment, buildings and grounds, road system, parks, engineering services, capital and operating budgeting, capital projects, and contract administration.
- Responsible for effective employee and labour relations including employee recognition and discipline; represents management in the grievance procedure and interprets and upholds the conditions of the Collective Agreement; serves as a management representative on labour-management committees. Builds and maintains positive relationships with the union.
- Ensures written employee training plans are sufficiently established, followed, and budgeted.
- Responsible for some weekday after-hours emergency calls (standby duty) as necessary.
- Performs other related duties as required.

Education, Experience & Skills

The ideal candidate will possess the following qualifications and experience:

- A minimum of 7 years of progressive experience at a senior management level.
- A combination of both planning and engineering post-secondary education would be an asset, e.g.: University degree in civil engineering or planning.
- Experience overseeing large/complex land developments.
- Public works management.
- OH&S Program Management.
- Ability to effectively consult and collaborate with First Nations.
- Superior ability to lead, motivate and manage a team to meet organizational objectives and work within the organizations' core values.
- Working knowledge of the Local Government Act, Community Charter, other Acts, Government Regulation and Bylaws concerning local government activities.
- Thorough knowledge of budgeting and financial control, project costing, tendering and RFP procedures, grant applications and administration, and standard construction documents such as MMCD and CCDC.
- Sound knowledge of advanced business management principles and best practices.
- Superior ability to develop and maintain excellent working relationships with: Municipal officials, all senior staff, employees, other agencies, First Nations, the public, various boards, commissions, committees and organizations.

- Ability to give sound advice and write effective reports and recommendations for the guidance of Council.
- Excellent interpersonal and communications skills.
- Proven negotiation skills.
- Ability to manage conflict effectively.
- Demonstrated ability to Lead, Motivate, Mentor, Coach, Contribute, and Laugh.
- Experience with community emergency response programs and ability to respond in the event of an emergency.
- Possession and maintenance of a valid BC Driver's License (Class 5); a satisfactory current driver's abstract will be required.

OR

- An equivalent combination of education, training and experience.