



Operations Manager

The City of Duncan invites applications from candidates with the proven skills, qualifications, and abilities for the full-time permanent position of Operations Manager.

Duncan is small, in a Big way. Just five hundred metres off the Highway (about 60 kilometres north of Victoria) you'll find 300 shops and services in a few beautiful, walkable, compact downtown blocks lined with 40 world renowned totem poles. Within minutes of downtown are 5 golf courses, 15 wineries, lake and ocean waterfront, world class trails, cultural amenities, and all forms of indoor recreation. This compact city of 5,000 people offers high quality living and acts as the commercial centre serving a population of approximately 80,000 people.

Reporting to the Director of Public Works and Engineering, the Operations Manager position has a recently refined scope of responsibilities after the creation of a new Utilities Manager position within Public Works. The successful candidate will be responsible for managing and maintaining City infrastructure; the supervision, coordination and ongoing management of Public Works operations; and for providing technical assistance to the Public Works department. Areas of work include the maintenance of roads and signage; solid waste collection, diversion and disposal; building and fleet maintenance; parks operations; and the construction and maintenance of related capital projects. The Operations Manager works closely with the Utilities Manager for backup and support for all Public Works functions.

Necessary skills and qualifications include:

- Five years' experience working in an active supervisory role with local government in operations supported by related training.
- Experience supervising personnel within a unionized environment.
- Experience working with multiple Public Works functions, including roads, drainage, parks, solid waste collection, building maintenance, dikes, and improving service delivery.
- Ability to successfully deal with multiple priorities and adapt within a dynamic environment.
- Ability to manage complex projects and employees' performance.
- Ability to build positive relationships with people inside and outside the organization.
- Demonstrate flexibility with a positive attitude.
- Strong management, motivational, and communications skills.
- Ability to perform all duties under minimal supervision when necessary.
- Excellent computer skills including word processing, spreadsheets, cost control, and scheduling.
- Experience in work management systems would be an asset.
- A post secondary diploma in a Public Works related discipline and civil construction experience would be an asset.
- Possession and maintenance of a valid BC Driver's Licence (Class 5); a satisfactory current Driver's Abstract will be required.

Qualified applicants are invited to submit their cover letter, resume, and three references to the attention of Human Resources at HR@duncan.ca.

This is an open until filled posting. Applications will be considered starting on Monday, June 3, 2024. We thank all interested applicants; however, only those chosen for an interview will be contacted.

This excluded position offers a salary range of \$90,000 - \$102,000. A detailed job description and required qualifications are available on the City of Duncan website (www.duncan.ca).

We thank all applicants, but only those being considered for interviews will be contacted.