



## VILLAGE OF GOLD RIVER

### Job Description

POSITION: Director of Operations	DEPARTMENT:
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#### **GENERAL ACCOUNTABILITY**

Reporting to the Chief Administrative Officer, the Director of Operations is accountable for providing the overall direction, control, and coordination necessary for the effective, efficient and safe operation of the Public Works, Utilities, Recreation, and Visitor Centre operation. This position is also responsible for the maintenance and repair of all Village facilities and infrastructure.

#### **NATURE AND SCOPE**

This position:

- develops a plan to manage and maintain all facilities and infrastructure under the incumbent's responsibility,
- designs and delivers an effective occupational health and safety program that meets both the corporate needs and legislated corporate responsibilities.
- Provides direct oversight to ensure the safe and efficient operation and maintenance of the domestic water system, sanitary sewer system and storm management system.
- provides technical input on environmental issues such as effluent discharges, water quality, and water treatment,
- develops an Asset Management Strategy to manage and maintain all facilities and infrastructure under the incumbent's responsibility,
- reviews pollution control permits issued by senior government,
- oversees the design, provision and evaluation of aquatic and recreational programs by the head lifeguard,
- reviews data to ensure the Village's compliance with the terms of the environmental permits it holds,
- reviews Provincial and Federal legislation regarding water/sewer environmental issues and consequently initiates actions to ensure Village compliance,
- provides ongoing assessment and evaluation of operations and written reports as required.
- in conjunction with the CAO, the Director of Operations:
  - hires a wide variety of staff
  - ensures that every new employee receives a comprehensive orientation period,
- provides daily supervision and leadership,
- appraises the performance of all staff,



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- identifies and implements staff's training and development needs, and
- when required, initiates progressive discipline procedures.
- ensures that existing policies and procedures related to the position's operational responsibilities are clearly identified, documented, communicated to staff, and consistently applied,
- as required, develops and revises procedures to ensure the efficient operation of the Department,
- develops and revises policies for recommendation to the CAO,
- ensures that Village policies and procedures are adhered to and that the B.C. Health Act and WorkSafeBC regulations are complied with.
- develops the Department's Mission Statement & Objectives for the CAO's approval,
- prepares annual budget submission and financial plan, approves expenditures within defined limits, monitors revenues and expenses, and recommends budget revisions.
- contributes to development of long-term planning as it applies to Public Works, Utilities, Recreation, and Visitor Centre services as a member of the Management team, assists the CAO in setting the administrative direction for the Village.

The responsibilities listed above are intended only as illustrations of the various types of requirement that may be expected. The omission of specific statements of duties and/or responsibilities does not exclude them from the position if the responsibility is similar, related and/or a logical assignment to the position.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

The incumbent will exhibit:

- strong communication and interpersonal skills;
- considerable knowledge and experience with administration, maintenance and operation of the services noted above;
- strong human resource, contract administration and project management skills;
- sound knowledge of all relevant legislation;
- superior problem-solving abilities;
- tactfulness and diplomacy;
- sound knowledge of asset management principles;
- long range planning experience.



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**MINIMUM QUALIFICATIONS AND EXPERIENCE**

The incumbent should have a facility management or related business degree or diploma, combined with technical facility experience. Knowledge of facility HVAC and water management systems is desirable.

The incumbent shall possess the following credentials/certifications:

- AScT or equivalent education
- Valid Class 5 BC Drivers Licence
- have a minimum two years previous supervisory experience.

The incumbent should have considerable experience in a diverse municipal setting including staffing in a unionized environment, public relations, and budgeting/cost control.

Must be conversant with WHMIS and be knowledgeable of the applicable health and safety regulations.

Strong supervisory and problem-solving skills are required to administer staff.