

Opportunity Profile **DIRECTOR OF** **INFRASTRUCTURE SERVICES**



Working to preserve, protect and enhance our community

portalberni.ca



— CITY OF —
PORT ALBERNI



THE ORGANIZATION: CITY OF PORT ALBERNI

In the heart of Vancouver Island, connected by the sea, wrapped in a blanket of emerald moss, and cloaked in ancient history sits Port Alberni, a vibrant waterfront community with over 20,000 residents. Located within the traditional unceded territories of Tseshaht and Hupacasath First Nations, Port Alberni provides stunning nature views featuring the majestic Beaufort Mountain Range, the 48-kilometer long Alberni Inlet and the protected wetlands of the Somass River Estuary. It boasts terrific outdoor recreational opportunities and provides an excellent quality of life for residents and visitors.

Port Alberni is the gateway to the Barclay Sound, and features North Island College, a state-of-the-art secondary school, hospital, and a well-developed mix of municipal recreational facilities. The community is minutes away from significant and diverse outdoor recreation opportunities including lakes, rivers, fishing and endless walking and biking trails. While forestry and related manufacturing have long been the mainstay of the Port Alberni economy, recent growth in tourism, marine industry, aerospace, the arts, and clean technologies is bringing new residents and innovative ideas to this beautiful valley. To learn more about Port Alberni, please visit portalberni.ca, chooseportalberni.ca, hupacasath.ca and tseshaht.com.

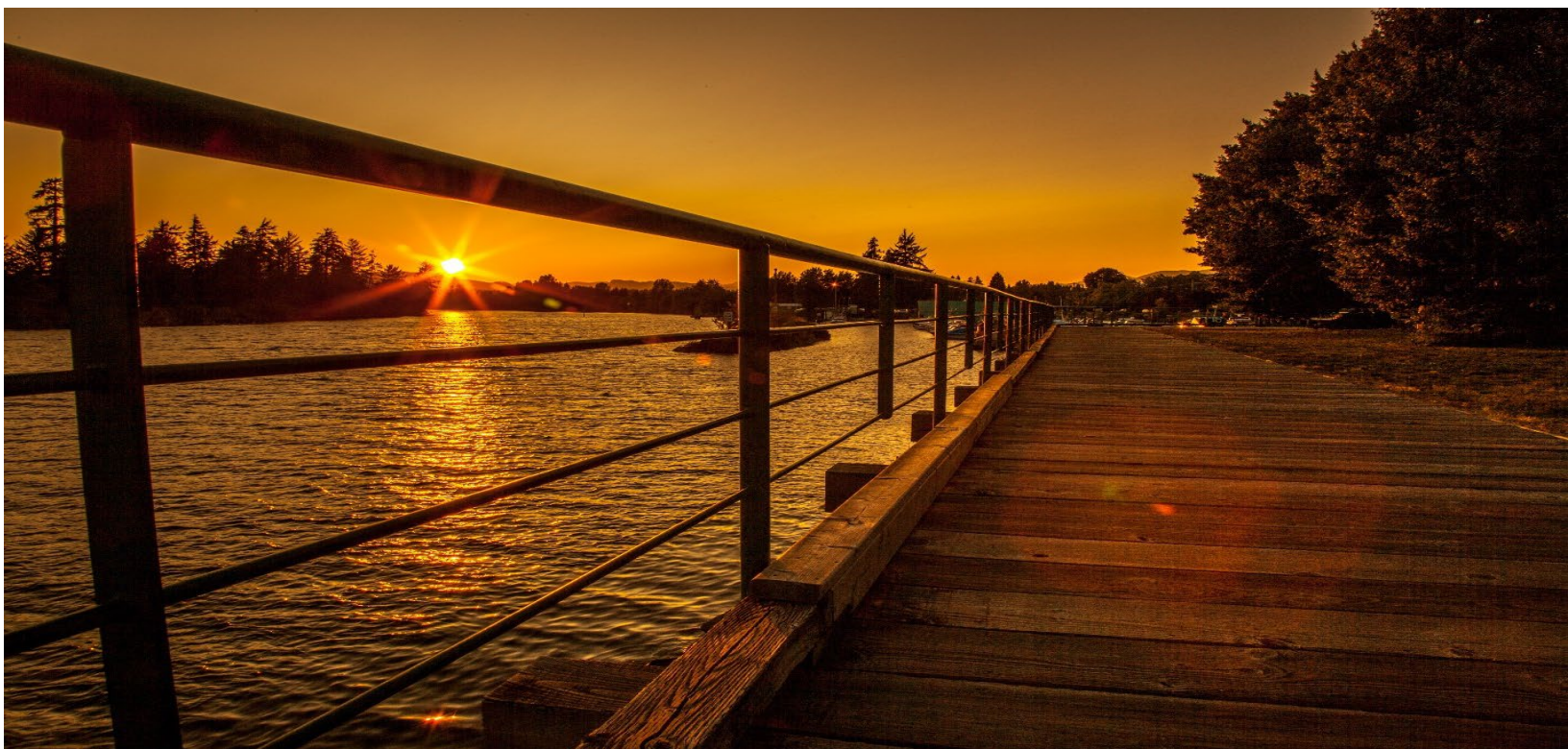
The City is committed to enriching the quality of life of residents by creating a vibrant waterfront community, while holding firm to those qualities that make Port Alberni a unique and highly desirable place to live. This is a community proud of its heritage and excited about the future.

Mayor and Council are invested in the City's strategic vision. A key priority is the redevelopment of a 43 acre waterfront property formerly used as a sawmill and now owned by the City. Redevelopment is underway and will include public access to the waterfront, parks and open spaces and a mix of residential and light industrial development.



THE OPPORTUNITY: DIRECTOR OF INFRASTRUCTURE SERVICES

The City is recruiting a new Director of Infrastructure Services to join its management team. Reporting to the Chief Administrative Officer, this position will lead the City's Public Works and Engineering teams to ensure the delivery of effective municipal infrastructure systems. This position is responsible for planning, coordination and engineering work, as well as maintaining an effective municipal infrastructure plan. We are looking for a skilled leader who is a results-oriented team player and excited about working in a community that has many exciting projects ahead.



ILLUSTRATIVE EXAMPLES OF WORK:

- Plans, organizes, coordinates, and directs the operations, projects, and programs of the Engineering and Public Works Department in accordance with sound practices and objectives, applicable policies, legislation and bylaws.
- Plans, assigns, supervises and reviews, directly and through subordinates, the work of staff engaged in engineering, drafting, surveying, inspection, technical, and operational duties.
- Liaises with contractors, consultants, developers, public utility, government officials, other outside agencies and the public as required.
- Acts as an advisor to the CAO and City Council in establishing policies and procedures related to work of the departments.
- Participates in the preparation of departmental budgets; prepares cost analysis', reports, records, correspondence, and other technical and administrative material as required.
- Attends Council, committee and other meetings as required; presents reports on departmental activities and projects: provides advice and information to the public on problems and complaints related to departmental operations.
- Develops and implements new and/or improved work methods and procedures, and ensures that all safety regulations are observed and enforced.
- Develops long-range objectives, plans and programs for the department, and provides advice and direction in preparation or revision of specific bylaws.
- Assists in hiring, disciplinary matters, layoffs and terminations, as well as in processing employee grievances, arbitration hearings and related labour relations matters.
- Participates in and/or leads safety and other meetings of staff on matters related to departmental work.





THE CANDIDATE:

The Director of Infrastructure Services is a skilled leader who has considerable experience working in a municipal setting and is invested in being part of a dynamic team. The ideal candidate will have an inclusive and collaborative leadership style, strong interpersonal and communication skills, and proven experience in project management and supervision. The Director should also be decisive, and possess strong business acumen and knowledge of civil engineering practices.

KNOWLEDGE, SKILLS & ABILITIES:

- Extensive knowledge of the policies, rules, bylaws and regulations governing departmental operations.
- Thorough knowledge of modern management practices and principles as applied to municipal public works and engineering operations.
- Considerable knowledge of occupational hazards pertaining to public works maintenance, engineering and construction work and of effective safety control and precautionary methods.
- Ability to administer/direct a moderate-sized staff group and provide a high degree of effective leadership.
- Thorough knowledge of the principles and practices of civil engineering as applied to the design, construction and maintenance of municipal engineering projects and services.
- Ability to plan, implement and coordinate programs and advise authorities as to economic and engineering feasibility of proposed projects.
- Ability to prepare estimates, budgets and administrative and technical reports covering operations of the departments.
- Ability to establish and maintain effective working relationships with City, governmental, business and union officials, representatives, staff and the general public.
- Ability to plan, coordinate and supervise directly and indirectly the work of subordinates engaged in engineering, operational and technical tasks.
- High degree of administrative and engineering skill and resourcefulness.

PREFERRED QUALIFICATIONS, TRAINING & EXPERIENCE:

- Degree or diploma in Engineering, plus a minimum of 5 years' experience in municipal infrastructure services. A relevant combination of education and experience may be considered.

TO APPLY:

For additional information, including a full job description, please go to portalberni.ca/employment-opportunities.

Qualified candidates may apply by forwarding a resume and cover letter by 4:30 pm on July 4, 2023:

Attention: Krista Bodin, Manager of Human Resources
By email to: humanresources_resumes@portalberni.ca

