



DISTRICT OF HOUSTON

Manager of Engineering & Operations

The District of Houston is seeking a dynamic individual with a proven combination of management and technical skills, energy and creativity to join the District's Senior Management Team as the Manager of Engineering & Operations. This full time exempt position offers an excellent opportunity for those interested in a challenging and rewarding career in local government.

Reporting directly to the Chief Administrative Officer, the Manager of Engineering & Operations is responsible for the overall management of the Engineering and Operations functions of the District. The successful candidate will be a key member of the Senior Management Team responsible for providing effective and efficient delivery of engineering and public works services to the community. The successful candidate will ensure that the policies, programs and other directions of Council as directed by the Chief Administrative Officer are implemented and will advise the Chief Administrative Officer about the operations of the District of Houston.

The successful candidate will also be responsible for coordinating, managing and monitoring the field operations of the Public Works, Water & Wastewater, and Parks crews. The incumbent will also provide direct technical support to these crews as needed, and ensure that staff possess the necessary qualifications to succeed in their respective roles, while striving to improve productivity and efficiency in the District's operations.

The successful candidate will also ensure the proper operation and maintenance of the District's infrastructure. As the District's chief project manager for all infrastructure and engineering projects, the successful candidate will also be responsible for preparing business case proposals for municipal projects, obtaining estimates for projects, administering contracts and the procurement process, and managing projects through all phases.

The successful candidate will possess the necessary skill set to provide preliminary layout, survey and GIS services using ArcMap, AutoCAD Civil 3D and survey data collection and processing.

The District offers an excellent benefits package and a competitive salary commensurate with experience and qualifications possessed by the successful applicant. This position will also be eligible for contributions to the Municipal Pension Plan.

Interested applicants are asked to apply by no later than **December 29, 2017 at 5:00pm** with a letter of interest, resume, references and copies of any relevant certificates, diplomas, letters of recommendation and other materials which provide background on previous employment history and any qualifications you may possess. Applications are to be directed to:

Michael D. Glavin, Chief Administrative Officer

District of Houston
PO Box 370 | 3367 12th Street
Houston, BC | V0J 1Z0
P: 250-845-2238
F: 250-845-3429
E: corporate.services@houston.ca

A full description of the position, including the job description and desired qualifications, experience, skills and training, as well as information about Houston is available online at www.houston.ca/employment_opportunities. Applicants are advised that select aspects of the job description are being reviewed by the District of Houston for suitability.

District of Houston policy requires any potential employee to provide a driver's abstract and to carry out a criminal record search, the results of which are to be provided to the District, prior to employment being confirmed. All employees who are designated as municipal officers will be required to file a confidential financial disclosure report with the Corporate Officer following confirmation of their employment.

The District of Houston appreciates all applications submitted. Only those applicants selected for an interview will be contacted.