



**JOB POSTING**  
Competition #31-2022

**Manager of Operations – Roads**  
**Full Time**  
**EXEMPT**

**Kimberley, a good place to be**

Surrounded by the beautiful Rocky and Purcell mountains in south-eastern British Columbia, the City of Kimberley is a good place to live, work, learn, and play. Kimberley is an active and dynamic resort community drawing athletes, sports and nature enthusiasts from all over Canada, the US, Europe and other international locations. Residents enjoy four seasons of recreational activities including golf (8 courses within a half hour drive), hiking (hundreds of kilometres of trails within and just outside of city limits), rafting/paddle sports (over 10 lakes in the surrounding area), and skiing (Kimberley Alpine Resort is just 3 minutes from downtown). The City has an active arts and festival scene, great restaurants, excellent schools, and offers a perfect balance of livelihood and lifestyle. With a growing population of 8,115, Kimberley offers affordable mountain living in close proximity to the Canadian Rockies International Airport (20 km), Cranbrook (29 km), and Calgary (393 km). And don't forget, there is only one street light!

The City of Kimberley is seeking a motivated individual for the position of Manager of Operations – Roads. Reporting to the Senior Manager of Operations, the Manager of Operations – Roads will be responsible for planning, assigning and supervising roads and trails infrastructure, mechanical shop, and solid waste collection and meet all required reporting; assure quality work, manage contractors, and ensure health and safety of all staff. The successful candidate will be responsible for the review and planning of all related work in roads, trails, solid waste collection, prepare all necessary reports, and following all permit requirements. S/He will also assist in the initiation, implementation and administration of capital works projects. The successful candidate will be expected to maintain positive working relationships with staff, contractors, and the public while completing projects on time and being mindful of budgetary restrictions.

Applicants should possess a good understanding of the Local Government Act, Community Charter, and other legislation governing roads, solid waste collection, trails and development, and remain abreast of legislative changes that may affect these matters, and use tact, good judgement and independent initiative to deal with developers, developers' engineers, government agencies, utility companies and the public in facilitating land development integration within the municipality.

This position is responsible for scheduling the service, repair, and replacement of tools, equipment, and fleet, including welding/fabrication requirements. The successful candidate will also be required to plan, layout, and cost projects; prepare time, material, and equipment estimates for jobs; prepare specifications

for material and equipment purchases; complete work according to specifications, verbal instructions, and established procedures; adapt equipment and materials to meet specific requirements of the work to be accomplished.

The Manager of Operations – Roads will participate in cross training with other managers in the department to provide coverage in times of need, and work closely with the Manager of Operations – Utilities to coordinate manpower and resources for day to day operations as well as projects and capital work all while observing and following all safety precautions and requirements as required by WorkSafe BC, the City, and other regulatory agencies including the City's Work Alone procedure.

Hours of work are Monday to Friday, 4:30 AM – 1:00 PM (winter), 7:00 AM – 3:30 PM (summer). These hours are subject to change as directed by the Senior Manager of Operations. The provided cell phone must be turned on 24/7 in case of emergency and be available "on call" as needed. This position is also part of a five-week rotation providing "on call" support for the various Operations Departments on weekends.

**Qualifications:**

The City will consider applications from qualified professionals with a certificate in Public Works Supervision by PWABC or equivalent experience with a minimum of 4 – 6 years' experience in a municipal management or supervisory role. Professional engineer or engineering technologist would be an asset. Inspection of infrastructure and capital works projects (including budgeting) with thorough knowledge of methods, material and construction practices. Must have an in-depth knowledge of all legislation and regulatory regimes applicable to this position. Strong leadership, communication and presentation skills are an asset. Must be proficient in using Microsoft applications including spreadsheets, database, data processing programs and maintenance management software.

Candidates at the top of the list will be proven leaders, preferably in municipal government. Lifelong learners who have supplemented formal post-secondary education with ongoing professional development. Your career path will show a progressive increase in responsibility in both the technical and managerial aspects of infrastructure, construction, maintenance and rehabilitation. Must have managed a maintenance and/or construction work force of 10+ employees in a unionized environment.

The City is looking for a Manager with well-developed participative leadership skills and a team player capable of working effectively in a council and committee environment. The candidate will be interested in, and sensitive to, the communication and public relations requirements of an actively involved community. In return, the City of Kimberley offers a competitive compensation and benefits package for this senior management position, including relocation assistance.

If you think that your education and experience combined makes you a good fit for this position, please submit your resume and cover letter to:

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Manager of Human Resources

City of Kimberley

340 Spokane Street, Kimberley, BC V1A 2E8

E-mail: [HR@Kimberley.ca](mailto:HR@Kimberley.ca) (Submissions in Word or .pdf formats only)

Resumes will be received until the position is filled.

*We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for an interview will be contacted.*