



Central Coast

REGIONAL DISTRICT

Title: Director of Operations

Status: Regular (Full-time)

Salary: \$80,000 - \$105,000

Reports to: Chief Administrative Officer

Date: February 2024

Position Summary:

Reporting to the Chief Administrative Officer (CAO), the Director of Operations combines the management, administration, and technical work involved in the development and coordination of the District's infrastructure management and the operation of its services; contract and project management; and flood mitigation advice to the Emergency Services Coordinator. Key areas of responsibility for this role include solid waste, water systems, regional airports management, recreation, facilities, fire protection services, and assistance with emergency management when required.

Key Job Duties & Responsibilities:

- Works with the Board and the CAO to develop departmental goals and objectives, including short and long term, (guided by and consistent with the CCRD Strategic Plan and prevailing CCRD policies) as it relates to the responsibilities of the Director of Operations.
- Plans, develops, administers, and manages contracts for capital works projects.
- Coordinates overall operating and management activities related to Bella Coola Airport (as Accountable Executive) and directs the Airport Manager to ensure compliance with and maintaining applicable Operating Certificates and compliance with appropriate regulations.
- With the support of the Airport Manager, coordinates the regular review, analysis, and update of Regional District airport policies and processes, including Transport Canada Plans and Regulations, and reports to the CAO on activities.
- With the support of the Airport Manager, organizes and attends regular meetings with Bella Coola Airport leaseholders and potential 'partners' to involve them in the development and issue management of the Bella Coola Airport (as defined in the Bella Coola Airport Development and Management Plan).
- Supervises work performed by contractors/volunteers specific to operations and airports.
- Maintains all relevant project records, reports, contracts, and other documentation.
- Prepares and submits reports relevant to Operations Management activities and development such as monthly activity reports, special projects, and research reports.
- Reviews any district plans and bylaws that may have an effect on Operations works in general.
- Liaises and maintains active contracts with the region's communities and relevant levels of government, including First Nations.
- Ability to interpret complex regulatory requirements, create and implement documents and plans to ensure ongoing compliance with regulations from various authorities.
- In conjunction with the CFO, annually prepares an integrated five-year financial plan for the Operations components of the CCRD.
- Reviews, acts on, and meets deadlines from CCRD Strategic Plan goals, objectives, and strategic priorities, as they relate to Operations Management.
- Ability to manage external consultants, administer grant expenditure requirements from the funding agencies.

- This position is required to attend evening and weekend meetings or other events, as required, and to work additional hours in the event of a major emergency.
- Practice and adhere to WorkSafeBC and CCRD's policies and procedures.
- Perform additional duties relating to Operations activities and development as directed by the CAO.

Qualifications & Experience:

- Diploma or Degree in Civil Engineering.
- Post-secondary education in Project Management, Contract Management, Airport Management, or other relevant areas.
- Minimum of 3 years' experience in Public Works or Operations supervision. Preference will be given to individuals with experience in landfill management, water systems, or public administration.
- Considerable knowledge of local government public works departments.
- Sound working knowledge of engineering, budgeting, and costing procedures.
- Experience assisting with emergency programs.
- Experience making presentations to the boards, councils, or the public.
- Ability to interpret, comprehend, and manage engineering design plans, contracts, and project specifications.
- Ability to plan, coordinate, and implement maintenance programs.
- Ability to write concise, clear technical documents and plans (including solid waste management plans, infrastructure plans, airport master plan, and facilities management plans).
- Strong communication skills, both written and oral, to deal courteously, tactfully, and diplomatically with elected officials, First Nations, managers, government agencies, volunteers, contractors, and the public.
- Proficient computer and software skills, and knowledge of office practices, procedures, and equipment required to produce publishable reports and documents.
- Strong organizational skills to effectively complete, deliver, and prioritize tasks and responsibilities, including coordinating projects involving multiple departments and agencies, to meet deadlines and priorities.
- Level 1 First Aid certification, preferred.
- Valid BC Driver's License.

This position is based out of Bella Coola, BC.

The CCRD offers a competitive wage, benefits, pension, and a 4-day work week. Temporary housing may be provided to assist the right candidate in settling into the community.

How to Apply:

Interested candidates are invited to submit their resume and cover letter to cao@ccrd.ca by **March 1, 2024**. Please include "Director of Operations Application" in the subject line.