ROLE SUMMARY

Reporting to the Senior Manager of Public Works, the Manager of Capital Construction is responsible for leading a diverse team of unionized staff for the delivery of capital and development related construction projects and is accountable for the provision of effective leadership, advice, and support on infrastructure construction matters.

Specific responsibilities include the capital and development construction of the Districts underground utilities and above ground assets. The manager leads a project-based team of certified and skilled workers to ensure effective project completion, while following protocols for effective cost management, minimizing public health risks and service impacts. Emphasis is on the planning, directing and coordinating multiple teams during the various construction stages of a project to ensure the efficient use of staff, equipment and materials. Performs other related duties as required. Available to respond to after hour emergent situations as they arise.

The Manager is expected to exercise considerable independent judgement and is guided by policies and regulations to organize and manage work in a safe and efficient manner. Work is subject to review by the Senior Manager of Public Works for adherence to policies and achievement of desired results.

The Manager serves as part of the Public Works management team jointly responsible for intra and inter-departmental cooperation, corporate policy development, and implementation of the Division, Department and District Strategic Plans.

QUALIFICATIONS

- A Diploma in Civil Engineering Technology or related field.
- Eligibility for registration as a Technologist with the Applied Science Technologists and Technicians of British Columbia (ASTTBC).
- Certification in Project Management Professional.
- EOCP Level 3 (or higher) in water distribution or wastewater collection is considered an asset.
- A minimum of six years of progressive managerial or supervisory and administrative experience in the planning and construction of below and above ground infrastructure.
- An equivalent combination of education and experience may be considered.
- Working knowledge of the principles and practices of civil engineering as applied in the construction of municipal infrastructure.
- Practical knowledge of municipal policy, bylaws, provincial and federal regulations as they relate to below and above ground assets.
- Thorough knowledge of Work Safe BC regulations applicable to employees and equipment working on construction sites. Technical knowledge and experience in the principles, methods and procedures applicable to construction municipal infrastructure.
- Demonstrated ability to lead and supervise employees in a unionized environment.
- Ability to administer contracts and ensure adherence to safety, performance and specifications
- Ability to assess, triage and prioritize needs in a dynamic and changing environment
- Knowledge of asset management principles
- Experience with conflict resolution, problem solving and strategic decision making.
- Experience in budgeting and accounting, specifically within the public sector environment
- Knowledgeable of machinery, equipment, materials and construction methods required to manage municipal assets.

- Working knowledge of computers, word processing, databases and spreadsheet applications.
- Ability to prepare and conduct presentations to various stakeholders.
- Ability to write clear, concise, and complete reports.
- Ability to administer contracts and ensure adherence to safety, performance and specifications.
- Possession of a valid B.C. Class 5 Driver's License and a personal vehicle that meets the requirements described in the Transportation policy, available for use as and when required.

MAJOR ACCOUNTABILITIES

Advice & Support

- Provides technical advice on construction initiatives, programs, standards and policies.
- Provides technical advice on specialized equipment operations.
- Provides reasoned and balanced advice, background information, and briefing materials to a variety of stakeholders including Senior Managers and Directors.
- Makes recommendations to assist with implementation of the District's strategic objectives.
- Keeps the Senior Manager of Public Works apprised of operational developments that relate to the interests of the District.
- Researches and develops the implementation of new technologies that will enhance the effectiveness of the capital works crews.
- Makes recommendations for annual capital works construction program.
- Ensures compliance with various provincial legislations, such as: Work Safe BC, Traffic Management Manual for Work on Roadways, Drinking Water Protection Act and Provincial Health Act.

Leadership of Staff

- Plans, organizes and supervises crews engaged in infrastructure replacement, renewals or new installations.
- Develops credible, effective working relationships with employees, contractors and the community.
- Leads initiatives and develop partnerships with internal and external stakeholders.
- Leads staff and stakeholders in collaborative processes that achieve tangible results.
- Provides leadership and ensures work is completed according to established engineering and environmental standards and specifications, and within budget allocation.
- Evaluates the work of subordinate staff, prepares annual employee performance reviews and guides employees' development and improvement.
- Administers performance reviews and disciplines employees.
- Co-ordinates training and recommends appropriate education for new and advancing employees.
- Coordinates and directs planned work outside of normal working hours.
- Leads or oversees recruitment, orientation and training of new staff in accordance with District policies.
- Liaises with Development Services to ensure co-ordination and scheduling of work for others.
- Leads by example in terms of establishing annual personal performance objectives to be achieved by section leaders. Meets regularly with own direct reports to establish each of their annual personal performance objectives and holds them accountable for results.

Division Operations

- Establishes work programs and sets priorities relevant to Division, Department and District objectives.
- Participates in the development of procurement specifications, scope of work, evaluation and selection of service providers
- Directs annual capital operations budget preparation and administration; monitors and ensures the control and accountability for expenditures and productivity
- Oversees the implementation of the District's health and safety program within the Division in accordance with the organization's strategic goals and legal requirements.
- Ensures District policies and standards are consistently applied and adhered to by the Section.
- Builds relationships and ensures collaboration with other areas of the organization
- Directs, plans, organizes and supervises the construction of underground and above ground infrastructure including, watermains, sewer mains service connections, pumping stations, concrete sidewalks, asphalt and other appurtenances.
- Reviews progress of projects with Public Works Supervisors; supervises the development of methods and procedures to increase efficiency and safety on construction sites; reviews and approves requests for materials, supplies and equipment.
- Participates in the DOC/EOC and responds to after hour emergent situation as they arise.
- Applies asset management principles and operational practices to support informed decision-making and ensure assets deliver optimal value to the organization over their lifecycle.
- Supports and adheres to the District's asset management best practices, standards, and related applications in the planning, operation, and maintenance of municipal infrastructure.