

ROLE SUMMARY

Reporting to the Senior Manager of Public Works, the Manager of Street Operations is responsible for leading a diverse team of unionized staff for the delivery of maintenance, operations, capital construction and development related programs and is accountable for the provision of effective leadership, advice, and support on Municipal street operations matters.

Specific responsibilities include the operations and maintenance of the Districts road network and above ground assets. The manager leads an operational team of certified trades and skilled workers to ensure maximum performance of the assets, establish and follow protocols to minimize public health risks, and conduct cost effective management of the municipal assets. Emphasis is on the planning, directing and coordinating multiple operational teams of the various stages of maintenance and construction 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).
- A minimum of six years of progressive managerial or supervisory and administrative experience in the maintenance and construction and operations of municipal road networks and above ground assets.
- An equivalent combination of education and experience may be considered.
- Working knowledge of the principles and practices of civil engineering as applied in construction and maintenance of municipal street operations assets, snow and ice removal, traffic signals and road markings.
- Practical knowledge of municipal policy, by-laws, provincial and federal regulations as they relate to road construction and maintenance.
- Thorough knowledge of Work Safe BC regulations applicable to employees and equipment working on a maintenance and construction sites. Technical knowledge and experience in the principles, methods and procedures applicable to construction and maintenance of street operations infrastructure.
- Demonstrated ability to lead and supervise employees in a unionized environment.
- Ability to administer contracts and ensure adherence to safety, performance and specifications
- Knowledgeable 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 above ground assets.

- Working knowledge of computers, word processing, database, spreadsheet applications
- Ability to prepare and conduct presentations to various stakeholders including Council
- Ability to write clear, concise, and complete reports.
- Commitment to lifelong learning, organizational excellence and knowledge development
- 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 street operations, 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.
- Ability to assess, triage and prioritize needs in a dynamic and changing environment
- Researches and develops the implementation of new maintenance technologies that will enhance the street operations system.
- Makes recommendations for annual capital works program.
- Ensures compliance with various provincial legislations, such as: Work Safe BC, Traffic Management Manual for Work on Roadways (TMM)

Leadership of Staff

- Plans for, organizes and supervises crews engaged in emergency maintenance work; e.g., snow and ice removal, traffic signal failures, surface flooding, etc.
- Able to develop credible, effective working relationships with employees, contractors and the community
- Able to independently lead initiatives and develop partnerships with internal and external stakeholders.
- Leads staff and stakeholders in collaborative processes that achieve tangible results.
- Provides operational leadership and ensures work is completed according to established engineering and environmental standards and specifications, and within budget allocation.
- Prepares annual employee performance reviews and counsels employees toward improvement as required.
- Co-ordinates "on-the-job training" and recommends appropriate education for new and advancing employees.
- Supervises emergency work outside of normal working hours as required.
- Leads or oversees recruitment, orientation and training of new staff in accordance with District policies
- Evaluates the work of subordinate staff, guides them and identifies needs for development
- Liaises with Development Services to ensure co-ordination and scheduling of work for others.

- Interviews, hires, counsels, prepares appraisals and disciplines employees as required. 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.
- Required to prepare and deliver an annual salt quantity report to the Ministry of Environment.
- Required to participate in the development of procurement specifications, scope of work, evaluation and selection of service providers
- Directs annual operating 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.
- Applies asset management principles and techniques in operations to ensure optimal value to the organization.
- Builds relationships and ensures collaboration with other areas of the organization
- Directs, plans, organizes and supervises the construction, operation and installation of above ground assets, asphalt overlay program, concrete sidewalks, curb and gutter, road markings and signage, traffic signals and street lights, bridges and barriers, and other appurtenances.
- Reviews progress of projects with Public Works Supervisors and Street Operations Workers; supervises the development of methods and procedures to increase efficiency and safety on construction sites; reviews and approves requests for materials, supplies and equipment.
- Reviews progress of projects; manages the development of methods and procedures to increase efficiency, safety and protection of the environment; reviews and approves requests for materials, supplies and equipment.
- Required to participate in the DOC/EOC and responds to after hour emergent situation as they arise.
- Ensures that work is completed according to good engineering practices and specifications.