



VILLAGE OF DAAJING GIIDS

WE'RE HIRING!



MANAGER OF PUBLIC WORKS

This is a unique opportunity for a dynamic individual to join us as the Manager of Public Works.

This beautiful, remote rural community provides an exceptional setting for those seeking to extend their career or to move up the next level as a manager of your own department.

- The Manager of Public Works is a key member of the Management Team, overseeing maintenance and operations of Water & Sewer systems, roads, parks, facilities and other projects.
- Job posting and position description available at www.daajinggiids.ca/employment

Inquires directed to:
Chief Administrative Officer
Village of Daajing Giids
PO Box 580, 903A Oceanview Drive V0T 1S0
Phone: 250 559 4765
Email: office@daajinggiids.ca

*Village
of Daajing Giids*

Job Posting: Manager of Public Works

"A Unique Career Opportunity in a Remote and Rural Community"

The Village of Daajing Giids on Haida Gwaii is offering a unique opportunity for a dynamic individual to join us as the Manager of Public Works. This beautiful, remote rural community provides an exceptional setting for those seeking to extend their career or to move up the next level as a manager of your own department.

As a highly motivated individual who thrives on challenges and enjoys diversity in work while living in and exploring our family-oriented community - this is your next job! Join us in the Village of Daajing Giids and be a part of a team dedicated to serving our community. While you are working your family will also have opportunities to learn or practice art, attend school or work in healthcare, government or commercial sectors in our community... (and don't forget to bring your dog).

Outside of work you will also enjoy exploring the beautiful outdoors with activities such as hiking, boating, fishing, hunting, and photography and as a bonus, you will have extra time on your hands as your commute to work will be measured in minutes, not hours.

As Manager of Public Works you will be a member of an experienced and dedicated management team and will have opportunities for training and professional development to enhance your career opportunities. This position offers:

- Competitive salary up to \$97,200 annually plus overtime, with a full package of municipal benefits and pension plan
- As a resident of Daajing Giids you will qualify for the CRA Northern Living Allowance Intermediate Zone
- Opportunities for training and professional development

Your key responsibilities include:

- Managing a team of 3 dedicated workers
- Overseeing operations of our Level 3 water treatment plant, Level 2 water distribution, and Level 1 sewer collection system
- Maintaining roads, parks, facilities, and smaller capital projects

Desired Qualifications for this position include:

- Experience in water treatment, distribution, and sewer operations with commensurate level of education and certification
- Strong leadership and team management skills
- Ability to handle diverse responsibilities in a dynamic work environment
- Good technical writing and oral communication skills

A full Job Description is available at www.daajinggiids.ca/employment or on request.

How to Apply:

If you are interested in this position, please submit a cover letter and your resume to the Chief Administrative Officer at the Village of Daajing Giids, by e-mail to: office@daajinggiids.ca

If you have any questions about the job or the community please contact Ben Greenough at publicworks@daajinggiids.ca

Apply now to embark on this exciting journey in one of the most scenic and vibrant locations in British Columbia.

Job Title:	Department:	Current Incumbent:
Manager of Public Works	Public Works	
Reports To:	Supervisors Title:	Date Written:
	Chief Administrative Officer	Updated March 2024
Positions Supervised:	Hours of Work:	Salary Range:
Public Works Operator (3 pos) Contractors Volunteers Consultants	Salaried	\$80,000 - \$97,200 (Under Review)

Purpose:
<p>The Manager of Public Works Operator is responsible for the administrative and professional work in planning, organizing, directing and supervising the public works department. The Manager directs a team of three full-time Public Works Operators and a casual Gardener in the maintenance of roads, curbs and sidewalks; parks, gardens and cemetery; vehicles; equipment and power tools; sanitary and storm sewers; the water treatment plant operations and distribution system; and other related work. The Manager reports directly to the Chief Administrative Officer (CAO). The Public Works Operator positions all have a certain degree of specialization and the positions are cross-trained to provide backup during absences.</p> <p>The Manager works with consultants and engineers for planning and implementation of capital works projects and maintains good relationships with similar positions in other communities on Haida Gwaii for sharing of information, equipment and support.</p> <p>The Manager may be appointed as Deputy Chief Administrative Officer.</p>

Job Duties:
<p>Planning:</p> <ul style="list-style-type: none"> • Determine work procedures, prepare work schedules and expedite workflow • Study and standardize department policies and procedures to improve efficiency and effectiveness of operations • Evaluate public works needs and formulate short and long range plans to meet needs in all areas of responsibility • Oversee the development and update of plans for municipal infrastructure • Determine applicable codes, regulations and requirements for assigned projects • Coordinate the preparation of reviews and updating the storm drainage, street system maps, database and comprehensive plans • Oversee the maintenance of infrastructure and other records • Monitor inter-governmental actions affecting public works <p>Supervision:</p> <ul style="list-style-type: none"> • Maintain harmony among workers and resolve complaints • Train and orient new personnel in public works systems and techniques • Supervise employees on a day-to-day basis on specific projects • Issue written and verbal instructions • Assign duties and examine work for exactness, neatness and conformance to policies and procedures • Organize, work with and supervise contractors • Ensure safe work practices are being followed <p>Liaison:</p> <ul style="list-style-type: none"> • Prepare composite reports from individual reports of subordinates • Plan, organize, coordinate, supervise and evaluate programs, plans, services, staffing, equipment and infrastructure of the department • Respond to public and other inquiries relative to department policies and procedures

- Evaluate issues and options regarding municipal public works and make recommendations to the CAO and Council
- Perform utility locates for public and other agencies

Water Treatment and Distribution System:

- Operate Water Treatment Plant; determine required dosages, perform laboratory tests to ensure required water quality, inspect and service water treatment equipment, answer and respond to alarms after regular working hours, standby time required
- Collect water samples from system and send to laboratory for analysis
- Keep daily records of water usage and water flows
- Inspect and operate Stanley Lake Weir
- Repair and maintain water distribution components
- Install new water services
- Repair maintain water meters
- Operate water main valves
- Operate and service fire hydrants
- Maintain and operate Honna Intake
- Work with Contractors performing maintenance, repairs, and construction
- Report to government and other required agencies.

Sewer Collection System:

- Complete daily lift station checks and keep daily records of lift station flows
- Take samples of sewer effluent and send to laboratory for analysis
- Perform regular maintenance on the sewer lift stations - cleaning and replacing sewer floats, replacing and maintaining sewer pumps, working with contractors on scheduled maintenance of sewer pumps and backup generators
- Inspect and test generators
- Inspect manholes for deficiencies
- Install new sewer services
- Repair broken sewer pipes
- Work with Contractors performing maintenance, repairs, and construction
- Report to government and other required agencies

Roads Maintenance:

- Assist with Winter Road maintenance as per the policy - sanding/salting roads, ploughing snow of Village roads
- Inspect roads, ditches and culverts and make repairs according to the policy
- Inspect signage and repair/replace as required by the policy
- Order supplies for winter maintenance
- Inspect, maintain and repair road maintenance equipment

Parks Maintenance:

- Inspect parks and repair/clean as required
- Inspect playground equipment and fitness equipment for deficiencies, torque bolts and nuts as required
- Cut grass at all sites as required
- Collect garbage from cans around town
- Inspect washrooms and make repairs as required, maintain washroom supplies
- Inspect Village trails and make repairs as required
- Maintain Village garden beds at various sites
- Inspect tennis courts, Skateboard Park and BMX track. Make repairs as required and remove debris to ensure sites are safe for general use

Cemetery Maintenance:

- Maintain Cemetery Grounds

- Assist public in picking plots, and arranging burials
- Prepare graves for interment, usually on weekends

Village Building and Vehicle Maintenance:

- Inspect all Village buildings and make repairs as required
- Inspect Youth Center for deficiencies
- Remove garbage and recycling from Village office as necessary
- Keep shop clean and in good order
- Inspect Village vehicles and make repairs when required, notifying Manager of repairs requiring servicing by mechanic and making appropriate arrangements as authorized
- Inspect and test generators

Speical Projects:

- Assist in design and construction of a variety of items
- Work with/oversee contractors performing work for the Village

Village of Daajing Giids computer and Network Systems Technical Support:

- Manage the provision of computer and Network Systems Technical Support.

Emergency Response:

- Responds to alarms and may direct activities at the scene of major emergencies, as required
- Tsunami siren maintenance and repair. Perform annual testing of the siren.

Financial Responsibilities:

- Supervises and coordinates the preparation and presentation of an annual budget for the department; directs the implementation of the department budgets; and controls the expenditure of departmental appropriations
- Evaluates the need for, review specifications of, and recommends the purchase of, new equipment and supplies
- Review, sign off and code invoices related to public works
- Follow village's purchasing and procurement policies.

Working Conditions:

- Work is often performed in office settings. Outdoor work is required in the inspection of various land use developments, construction sites or public works facilities.
- While performing the duties of this job, the employee occasionally works in outside weather conditions, near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock and vibration.
- The noise level in the work environment is usually moderate, but can be loud at times when operating equipment.

Physical Demands:

- The employee must occasionally lift and/or move objects up to 50 pounds
- The employee must occasionally enter into confined spaces
- The employee must occasionally work from heights and climb ladders and structures

Travel

- Travel is primarily local during the business day, although some out of the area travel and overnight may be expected.
- Attendance at annual Public Works Conference, workshops and training courses is encouraged. On-line training is also supported.

Qualifications:

- Graduation from high school or GED equivalent, four years of previous public works experience, or any equivalent combination of education and experience

- Water Treatment III, Water Distribution II and Sewer Collection I certifications preferred, or must be willing to obtain proper EOPC certification to these levels within a reasonable timeframe
- Municipal construction experience preferred
- Valid BC Driver's License
- Minimum of 6 months supervisory experience, leadership training and experience would be an asset
- Considerable knowledge of street and storm sewer maintenance and repairs
- Considerable knowledge of park maintenance and forestry
- Thorough knowledge of applicable policies, laws and regulations affecting department activities
- Skill in operating the tools and equipment needed to perform the job
- Related hands on experience with water and sewer distribution systems
- Knowledge of the regulations, standard practices, materials, methods and equipment used in maintenance
- Familiarity in working in remote community areas
- Ability to physically carry out the duties of the position
- Demonstrated ability to work alone and follow policies and regulations safely under minimal supervision
- Ability to read specifications, shop drawings (architectural, mechanical, electrical etc.) or diagrams
- Willingness to attend training for necessary certifications
- Demonstrated ability to safely use power tools and equipment such as mowers, chain saws, air compressors, using the appropriate personal safety equipment

Signatures:

I have reviewed this job description and confirmed that it is an accurate reflection of the duties of this position.

Chief Administrative Officer

Date

Manager of Public Works

Date