

Career Opportunity



Enhance your lifestyle and your career . . . Join us now as:

Utility Services Manager Competition No: 03-01/12

At the City of Kamloops we're focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates the employees who make it all happen. We offer many advantages including ongoing training and professional development opportunities, coupled with exceptional benefits, all in the beautiful natural setting of the BC Interior.

Kamloops is Canada's Tournament Capital, a family and business-friendly community committed to providing great customer service, enhancing community partnerships, and supporting economic growth. Our 700 employees provide customer services and programs to a local and regional population of 125,000 people. Kamloops provides abundant recreational possibilities for residents and visitors alike, as well as education and culture opportunities and activities.

Reporting to the Public Works and Sustainability Director, the Utility Services Manager is accountable for all functions and activities of the Utilities Division, which include water supply, treatment and distribution, sewage collection, treatment and disposal and drainage/dyking and river flood response. The water and sewer systems are financed and operated as utilities separate from other City functions.

The Utility Services Manager interprets the water and sewer by-laws, administers policy, and planning and management of the Utilities Division. This position is unique to the extent that the water and sewer utilities are managed as self-supporting functions, thus requiring the position to be accountable for the utility rate structure and to ensure that appropriate revenues are collected.

You bring to this exciting mandate a solid educational and professional foundation, namely at least 5 years of progressive management experience in a municipal operating environment and a strong operational understanding of water, sewer and storm drainage systems, financial management of utility systems and asset management principles.

The City offers a competitive salary and a comprehensive benefits package for this management position.

If you are ready to take on this challenging and rewarding leadership role, forward your resume and a brief cover letter by February 9, 2012 quoting Competition No. 03-01/12 to:

Human Resources Department
City of Kamloops
105 Seymour Street
Kamloops BC V2C 2C6
Fax: (250) 828-3635
Email: HR@Kamloops.ca (MS Word or PDF format only)

For detailed information on this position and for more information on our community, please refer to our website at: www.Kamloops.ca/jobs

The City of Kamloops thanks all applicants for their interest in applying for this position; however, only those selected for an interview will be contacted.



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Kamloops boasts excellent sporting and recreational facilities, with four distinct seasons offering the perfect pursuit for active lifestyles and outdoor enthusiasts, be it on water, land or snow - with plenty of sunshine throughout the year. Enjoy professional theatre and symphony productions as well as art shows and cultural events at a variety of venues. And we're only a three hour drive from the Vancouver area!

CITY OF KAMLOOPS

JOB DESCRIPTION

Position: Utility Services Manager

Department: Public Works and Sustainability

Division: Utilities

Review Date: January 2012

Location: Public Works Centre

GENERAL ACCOUNTABILITY

Reporting to the Public Works and Sustainability Director, the Utility Services Manager is accountable for all functions and activities of the Utilities Division, which include water supply, treatment and distribution, sewage collection, treatment and disposal and drainage/dyking and river flood response. The water and sewer systems are financed and operated as utilities separate from other City functions.

NATURE AND SCOPE

This position is one of five reporting to the Public Works and Sustainability Director. The others are the Capital Projects Manager, Streets and Internal Services Manager, Sustainability and Environmental Services Manager, and the Office Services Supervisor - PWU.

Reporting to the Utility Services Manager are the following five positions:

Utility Services Supervisor - Treatment Facilities

Accountable for the safe and efficient operation, maintenance, and installation of water treatment and wastewater treatment facilities, land infiltration galleries, and spray irrigation system.

Utility Services Supervisor - Pumping Maintenance

Accountable for the maintenance and installation of water, wastewater, and stormwater pumping and storage facilities.

Utility Services Supervisor - Pumping Operations

Accountable for the safe and efficient operation of water, wastewater, and stormwater pumping and storage facilities.

Utility Services Supervisor- Construction and Rehabilitation

Accountable for the safe and efficient operation, construction and maintenance of water distribution and sanitary and drainage collection systems in the City of Kamloops.

Utility Services Supervisor - Operations and Maintenance

Accountable for the safe and efficient operation and maintenance of water distribution and sanitary and drainage collection systems in Kamloops.

The Utility Services Manager interprets the water and sewer by-laws, administers policy, and planning and management of the Utilities Division. This position is unique to the extent that the water and sewer utilities are managed as self-supporting functions, thus requiring the position to be accountable for the utility rate structure and to ensure that appropriate revenues are collected.

The preparation, implementation and control of the Utilities Division budget are the responsibility of the Utility Services Manager.

The incumbent has the responsibility to ensure that the activities of the Utilities Division are coordinated with other Public Works and Sustainability Sections and City Departments and to promote an atmosphere of cooperation with other City staff. He/she may also be called upon to carry out specific tasks not directly related to the Utilities operation.

The Utility Services Manager is responsible for the traditional management responsibilities of appointing, dismissing, directing and providing training for staff within the Division. Other responsibilities include evaluation of staff performance and exercising corrective action where individual performance does not meet desired standards and for dealing with grievances when required.

DIMENSIONS

2011 Total Water Operating Budget	17,000,000
2011 Total Sanitary Operating Budget	9,000,000
2011 Total Drainage Operating Budget	900,000
2011 Total Capital Budget	20,000,000
Staff	55

SPECIFIC ACCOUNTABILITIES

1. Manages the Utilities Division to provide efficient services to the public for the supply of potable water, the collection and treatment and disposal of sewage, the collection and control of drainage and river flooding response.
2. Ensures that commensurate revenues are collected through utility charges.
3. Prepares reports, investigations and studies related to the operations of the utilities.
4. Sets goals and objectives for the Utilities Division and ensures their successful attainment.
5. Develops and trains supervisory staff of the Division.
6. Plans for and responds to emergencies in addition to fulfilling his/her responsibilities within the municipal emergency program.
7. Coordinates construction and maintenance projects.
8. Updates and amends water and sewer by-laws as necessary.
9. Establishes and maintains contacts with staff of other municipalities, governments and associations.

REQUIRED EXPERIENCE, TRAINING, EDUCATION, MEMBERSHIPS, ETC.

- ❑ At least five years of increasingly responsible management experience in a municipal operating environment
- ❑ Strong operational understanding of:
 - water, sewer and storm drainage systems
 - financial management of utility systems
 - asset management principles

PREFERRED EXPERIENCE, TRAINING, EDUCATION, MEMBERSHIPS, ETC.

- ❑ Degree in civil engineering
- ❑ Designation as a Professional Engineer in BC (or eligible for designation)
- ❑ Effective computer, multi-tasking, and organization skills.
- ❑ Minimum of two years experience in a municipal government setting.