

**City of Castlegar**  
**POSITION DESCRIPTION**

POSITION TITLE: ASSISTANT MANAGER - OPERATIONS	DATE: AUGUST 2022
DEPARTMENT: CIVIC WORKS	REPORTS TO: Manager of Civic Works

**SUMMARY**

Reporting to the Manager of Civic Works, the Assistant Manager - Operations is responsible for assisting in the management and administration of activities, staff, equipment, and other resources required to deliver services related to the City's Parks, Roads, Fleet and Solid Waste operations.

The Assistant Manager - Operations is responsible for assisting in the overall delivery of services related to roads, sidewalks, parks and green spaces, the cemetery, compost facility, vehicle and equipment fleet and solid waste. The Assistant Manager - Operations will be responsible for assisting in the delivery of services in a safe and efficient manner utilizing unionized staff and service, maintenance, and construction contracts where applicable. The Assistant Manager- Operations will also be responsible for assisting in the preparation and implementation of the annual operations and capital budgets related to Civic Works and will participate in long-range financial and strategic planning.

**RESPONSIBILITIES**

1. Promote and assist in managing the health, safety, and well-being of all staff under assigned areas of responsibility.
2. Comply with all policies, rules, and regulations of the municipality as well as the federal and provincial governments and their agencies.
3. Assist in the preparation of operating and capital budgets and long-term financial and strategic planning.
4. Contract preparation and administration for external service providers and construction contractors required for work under assigned areas of responsibility.
5. Monitor expenditures against the budget on an on-going basis and take appropriate action to maintain a balanced budget for assigned areas of responsibility.
6. Assist in the management of the purchasing of goods and services in accordance with the City's Purchasing Policy, assist in the management of inventory and ensure the cost-effectiveness of operations for assigned areas of responsibility.
7. Assist in the development and implementation of Standard Operating Procedures for tasks performed by staff under assigned areas of responsibility.
8. Address, investigate, and prepare reports on citizen concerns. Communicate with stakeholders regarding interruptions in services or inconveniences resulting from maintenance and/or operations work.
9. Create and monitor annual work plans as well as daily, weekly, and monthly schedules and assign work to staff through the issuance of Work Orders.
10. Assist in the development of an inspection program and implement preventative maintenance schedules and oversee on-going maintenance of the City's fleet.
11. Review and recommend up-dates to policies in those areas under the control of this position.
12. Maintain daily records of operations.
13. Assist in the recruitment, selection, training, and development of staff.
14. Assist in the establishment of performance standards, monitor employee performance, and escalate concerns to the Manager of Civic Works as necessary.
15. Assist in conducting performance evaluations.
16. Approve timesheets and expenses in accordance with the Collective Agreement.

POSITION TITLE	DATE
ASSISTANT MANAGER - OPERATIONS	AUGUST 2022

17. May be required to act as the Manager of Civic Works in the Manager's absence.
18. Other duties and special projects as assigned.

Immediate Subordinates: Parks Foreperson, Roads Foreperson and Mechanical Shop Foreperson.

## QUALIFICATIONS

Required Knowledge, Abilities and Skills	Required Education, Training and Experience
Knowledge of municipal operations and maintenance practices and procedures.	A post-secondary diploma in Civil Engineering Technology (CET), or Environmental Engineering Technology (EET) or a combination of training and experience in civil works may be considered.
Knowledge and proficiency related to road and sidewalk infrastructure.	A minimum of 3-years directly related experience in progressively more responsible positions within a municipal setting, with a minimum of 1 year in a supervisory position.
Knowledge in the operation and maintenance of civic works fleet and equipment.	Intermediate computer skills. Strong knowledge in Microsoft Word, Excel, Outlook, and PowerPoint.
Knowledge of parks, horticulture, and arboriculture.	Training in human resources management, infrastructure management, and/or general administration.
Knowledge of all legislation that may apply to municipal operations.	Valid Class 5 Drivers License.
Proficiency in record keeping and system maintenance.	
Proficiency in budget preparation and administration.	
Ability to handle multiple priorities effectively and meet deadlines.	
Strong communication skill, both verbally and in writing.	
Ability to effectively represent the interests of the municipality.	
Ability to establish and maintain a high degree of public confidence and public relations.	
Ability to foster and maintain a positive team environment, share work expertise and knowledge and support, train and develop other staff as needed.	
Strong attention to detail, good communication skills, ability to work without close supervision.	
Continual updating of knowledge, personal education, and development in aspects of municipal governance, and organizational development as they apply to the position.	
Ability to Maintain confidentiality at all times.	
Knowledge of municipal operations and maintenance practices and procedures.	