



DIRECTOR OF INFRASTRUCTURE SERVICES

\$122,693 to \$141,103 annually

The District of North Saanich is seeking applications from qualified municipal engineers to serve in the capacity of Director of Infrastructure Services. North Saanich, with a population of approximately 11,000, is located on the Saanich Peninsula, 25 kilometres north of Victoria on southern Vancouver Island. This unique and picturesque community is surrounded on three sides by 20 kilometres of ocean shoreline, and is comprised of rural/residential areas, a large agricultural base and is home to the Victoria International Airport and the Swartz Bay Ferry Terminal. Reporting directly to the Chief Administrative Officer, this senior position plays a critical role on the District's management team.

The Director of Infrastructure Services is responsible for the overall supervision of engineering and parks functions, including the overseeing of all contracts relating to municipal infrastructure, buildings, engineering and parks. The position may serve as the District's Approving Officer when required and review and approve subdivision applications. Substantial professional and management experience in municipal public works and engineering is essential.

The ideal candidate will possess a degree in civil engineering, be registered as a Professional Engineer with APEGBC, and have at least ten years of experience in the field of civil engineering, preferably in a local government setting. Consideration may be given to candidates who have an equivalent combination of experience and education. Leadership and facilitation skills as well as training in negotiation skills and conflict resolution are an asset. The ability to establish and maintain effective working relationships with other employees, elected officials and the public is essential. The Director of Infrastructure Services must be an effective communicator in dealing with staff and the public, and in providing advice and assistance to the Chief Administrative Officer and Council.

The District of North Saanich offers a competitive compensation and benefits package. Interested applicants should forward their resumes in confidence, on or before **4:00 pm Thursday, December 31, 2020** to:

Curt Kingsley, Director of Corporate Services
District of North Saanich
1620 Mills Road
North Saanich, BC V8L 5S9
careers@northsaanich.ca
Web: www.northsaanich.ca



DISTRICT OF NORTH SAANICH

Section Name: INFRASTRUCTURE SERVICES

Position Title: DIRECTOR

Effective Date: October 2015

Reports to: Chief Administrative Officer

Positions Supervised: Works Superintendent; Senior Engineering Technician; Engineering Technician (3); Administrative Assistant.

Definition (Position Summary)

Under the general direction of the Chief Administrative Officer, the Director of Infrastructure Services is responsible for the overall supervision of engineering and parks functions, including the overseeing of all contracts relating to municipal infrastructure, engineering and parks.

Key Job Duties

- Co-ordinates the planning and operation of all public works development and maintenance projects, which includes the planning and development of programs for efficient and effective management of municipal infrastructure (e.g. studies for roads, water, sewer, storm drains that get developed into multi-year rehab/replacement plans), maintenance programs (e.g. flushing of watermains, cleaning ditches, public building maintenance); and new public works initiatives (e.g. private sector partnerships for providing sewers, contracting of refuse collection District-wide).
- Participates in the preparation of the estimates for capital, multi-year and annual budgets which allow proper management of infrastructure – for the current year and over a longer time period as well.
- Generates ideas for capital projects which accomplish the goals of the District. Provides cost estimating advice to other departments as requested.
- Directs and controls the operations of contractors engaged in Municipal engineering contracts.
- Develops procurement strategies (RFP, RFQ, tenders, partnerships) for contracting and consulting services and project management of contractors and consultants working for the District (e.g. Monitor budgets and ensure goals are met in timely fashion).

- Submits such reports as may be required by the CAO and Council for the Council, and attends Council and Committee meetings as required by the CAO, and presents reports in a clear, concise manner.
- Municipal Engineer as defined in various Bylaws (e.g. Traffic, Subdivision, etc.).
- Performs the duties of Deputy Approving Officer which includes the review and approval of subdivisions.
- Conducts regular staff performance assessment and Develops programs to maintain a consistently high level of teamwork, employee satisfaction and morale in the Infrastructure Services Departments.
- Works to ensure that longer term strategic goals of North Saanich are realized as part of the senior management team.
- Utilizes significant judgment, initiative and conceptual thinking in the planning, development and implementation of vital programs and policies affecting the Infrastructure Services Department.
- Responsible for the maintenance and capital improvements of municipal buildings.
- Performs other related duties as assigned by statute or the CAO, and may be appointed by the Chief Administrative Officer to act in that capacity when required.

Qualifications

Education:

- Degree in civil engineering,
- Registration as a Professional Engineer with APEGBC.

Experience:

- Ten years experience in the field of civil engineering, preferably in a local government setting, including supervisory experience; or
- An equivalent combination of education, training and experience.

Skills:

- Leadership and facilitation skills as well as training in negotiation skills and conflict resolution.
- Knowledge of project management and contract administration; the District's administrative policies and procedures and of by-laws related to engineering; legal and technical aspects of the subdivision process including pertinent provincial statutes such as Land Title Act, Local Government Act, Agricultural Land Commission Act and Strata Property Act.

- Ability to establish and maintain effective working relationships with other employees, officials and the public.

Job Provisos

- May be required to perform additional duties as assigned by supervisor
- Requires after-hours work to attend Council and Committee meetings.