



## **CITY OF WILLIAMS LAKE EMPLOYMENT OPPORTUNITY**

### **MANAGER OF TRANSPORTATION & BUILDINGS / AIRPORT MANAGER**

**OPERATIONS:** Municipal Services

**HOURS OF WORK:** 40 hours per week. Attendance at meetings and on call duties as required.

**POSITION:** Management (Union Exempt)

#### **GENERAL STATEMENT OF DUTIES:**

The Manager of Transportation & Buildings shall manage and is responsible for the safe and efficient management of fleet services, electrical utilities, building maintenance, airport operations & transit.

General duties include providing leadership, supervising staff, developing and implementing preventative maintenance programs, acquisition of vehicles and equipment, managing operations, capital budgets and special projects.

#### **SUPERVISION:**

The Manager of Transportation & Buildings shall report to the Director of Municipal Services.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Participates as a member of the Municipal Services management team and provides strategic and operational leadership to ensure effective and efficient delivery of services.
2. Directs, supervises and trains a team of certified personnel working in mechanical, electrical, building services & airport operations.
3. Identifies operational priorities and prepares associated work plans and procedures.
4. Ensures the security and safety of municipal equipment, buildings and associated assets.
5. Contributes to the annual business plan, operational and capital budgets, development of the Corporate Business Plan and Strategic Investment Plan.
6. Implements and monitors the Occupational Health and Safety Program and Work safe BC regulations and participates on the Joint Health and Safety Committee.

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7. Manages the City's fleet of vehicles and equipment including maintenance programs, condition evaluations, developing specifications for acquisition of new equipment and vehicles, administers licensing, insurance and the Commercial Vehicle Inspection Program.
8. Prepares, manages and evaluates preventative maintenance programs for municipal equipment, vehicles, buildings, electrical utilities and airport facilities.
9. Investigates and responds to inquiries from the public and participates on the Municipal Services Emergency Standby Program.
10. Maintains and submits records and other information as required by City policy, or the policies and regulations of other authorities.
11. Liaises with outside agencies and organizations as required and represents the City on committees as assigned.

**QUALIFICATIONS, SKILLS & EXPERIENCE:**

1. Grade XII. Trades Qualification or combination of relevant experience and education in automotive mechanics, heavy duty mechanics, fabrication, building maintenance or other related field. Five years direct experience in municipal or public works operations. Five years of related supervisory experience.
2. Ability to effectively manage, coordinate and evaluate the activities of subordinate Divisional staff.
3. Ability to plan and organize multiple projects.
4. A thorough knowledge of Work Safe BC regulations, implementation of Occupational Health and Safety programs and safety management systems.
5. Proficient with MS Office and experience working with computer based information systems associated with facility or fleet management programs.
6. Experience with developing and managing preventative maintenance programs.
7. Ability to communicate effectively, both orally and in writing.
8. A valid Class 3 B.C. Driver's Licence with air endorsement, or the ability to obtain.
9. Ability to obtain VISA 2001 security clearance
10. Ability to obtain an airport vehicle operation permit ( A.V.O.P.) and restricted radio operators licence within two weeks of appointment
11. Ability to obtain Transport Canada's Airport Regulation Course ( TP312)

Salary for this non-union position will commensurate with experience and include a comprehensive benefits package.

Interested candidates are invited to submit a detailed resume and cover letter outlining qualifications, experience, copies of applicable certifications, and letters of reference no later than **4:00 pm, Friday February 26, 2010** to the attention of Ashley Williston, Manager of Human Resources, City of Williams Lake, 450 Mart Street, Williams Lake, BC, V2G 1N3 - Fax (250) 392-8484.