



Northern Rockies Regional Municipality
Public Works Operations Administration Manager
(Posting #2012-02)

The spirit of the Northern Rockies is independent and action-oriented, with a tangible sense of a region 'in charge of its future.' Fort Nelson is a young and family-oriented town, where the attitude of "community" remains strong. Everyone is welcome, everyone's contribution matters, and the level of participation in the day-to-day life of the community is high. Located in North Eastern BC and extending from the Yukon border to Prophet River BC, our one-of-a-kind local government and BC's first Regional Municipality, provides unparalleled opportunities for outdoor and wilderness recreational activities. For more information on the Northern Rockies Regional Municipality, visit www.NorthernRockies.ca.

We are looking for a Public Works Operations Administration Manager (PWOAM) to complement our Management Team. Reporting to the Director of Public Works, the PWOAM is responsible for assisting with the day-to-day operations and administration of the Public Works Department. The PWOAM is primarily responsible for overseeing the daily activities of the Public Works Department including assisting with coordination of the Public Works schedule and activities; managing tenders, RFP's, contracts, leases, grants, and other agreements for products and services; assisting in the development and implementation of the Public Works Health and Safety Program, policies and procedures; providing assistance in the preparation of annual budgets and capital requests; preparing grant applications for infrastructure funding and tracking grants/funding for claims and reports; and assuming all other aspects of Public Works operations in the absence of the Director of Public Works.

Ideally, this team player shall have a diploma or degree in the field of civil engineering, public works, construction methods or a related discipline; experience working in municipal Public Works, engineering, or related field including at least three years of administrative and supervisory responsibility; or an equivalent combination of education and experience. The successful candidate must have proficiency in the use of computers including Microsoft Office programs, knowledge of SCADA and/or work order management systems.

The successful candidate will exercise independent judgment cooperatively with political sensitivity, possess excellent knowledge of municipal public works, and is a forward thinking individual, with the expertise to plan, direct and organize. As an accomplished leader, the PWOAM must possess good interpersonal and excellent communication skills to relate well with staff and the public at all levels.

If you feel the Northern Rockies is where your future lives, then we would like to hear from you. A complete job description is available on our website at www.NorthernRockies.ca under Employment, and we encourage all applicants to review the full job description prior to applying. We thank all applicants for their interest and we will notify all candidates of receipt of application.

Posting will close on Monday, February 13, 2012 at 4:30 pm. Please forward your letter of application, resume and include a minimum of three references, by email to:

Erin La Vale, CHRP
Human Resources, Safety & Research Officer
NORTHERN ROCKIES REGIONAL MUNICIPALITY
Email: elavale@northernrockies.ca

***This is a place for you to call home.
Come north...and build a future.***