



OPERATIONS MANAGER

Hope is at the centre of one of the most unique and desirable regions in British Columbia at the confluence of the Fraser and Coquihalla rivers and the edge of the Fraser Canyon. Located at the base of the Cascade Mountains, the area and region provides world class outdoor recreation opportunities. Exceptional fly fishing, mountain biking, hiking and backcountry adventure can be accessed directly from town. Less than two hours from Vancouver, Hope has become the recreation playground for the Lower Mainland, welcoming guests from the rest of Canada, the United States, and Europe. Hope offers an exceptional four season lifestyle and merges modern development with traditional industries. The District has a population of approximately 6100 with an area population of over 10,000.

As a key member of the District's management team, under the direction of the Director of Operations, the Operations Manager will supervise the construction, maintenance and operational activities of roads, utilities, buildings, parks and other assets of the District. This position provides direct supervision to the crew members including planning, scheduling, monitoring and reporting on tasks/projects that have been assigned, processing invoices, participating in the yearly budget process, writing reports, memos and policies, and building effective working relationships with stakeholders, both internal and external to the organization. The Manager is responsible to develop and execute the annual Operations Department plan for the maintenance and repair of municipal infrastructure. The Manager shall be knowledgeable in budgeting requirements and able to perform a high level of administrative duties.

Specific responsibilities are outlined in the Job Description which include, but are not limited to, effectively coordinating the day-to-day activities and functions of the Operations Department and assisting the Director of Operations with higher level projects.

We require a community-oriented person who thrives in a fast-paced environment with exceptional interpersonal and communication skills; desired qualifications include:

- Completion of Grade 12, supplemented with post-secondary education in a construction, civil engineering or related field.
- Completion of a Certificate in Civil Engineering Technology or Public Works Supervision, supplemented with formalized training in administrative management, project management and leadership skills or equivalent (preferred).
- Significant experience in municipal infrastructure operation, maintenance and construction and the safe operation of related tools and equipment.
- Minimum 5 years experience supervising in an Operations (Public Works) environment, experience working in a municipal and/or unionized environment will be considered an asset.

The salary range for this position will be dependent on qualifications and experience; also includes an excellent benefit package.

A detailed resume, accompanied with a cover letter detailing your interest in working for the District of Hope, should be forwarded in confidence no later than **4:00 p.m. Monday April 9, 2018** to the attention of:

Donna Bellingham, Director of Corporate Services & Human Resources
(email: dbellingham@hope.ca)

zip files will not be accepted, preference are pdf files

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The District of Hope thanks all applicants for their interest, however only those candidates selected for an interview will be contacted.