



## Director of Operations

PUBLIC WORKS

**Issue Date:** August 8, 2024  
**Job Level:** Permanent/Full Time

**Closing Date:** August 30, 2024  
**Posting #** 2024-011

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**THE DISTRICT OF STEWART is seeking a positive, action-oriented, and self-motivated individual that exhibits public relations capabilities, and is a trusted motivator with leadership skills to foster a productive Public Works team.**

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Stewart is located in northwest British Columbia, at the head of the Portland Canal, in close proximity to Hyder, Alaska. Stewart's economy is supplemented by mining, forestry, port operations and tourism. There is an abundance of all-season recreation opportunities including boating, fishing, hiking, heliskiing, snowmobiling, and exploring the many glaciers in the region—including the Salmon Glacier, the 5th largest glacier in Canada accessible by road.

### **Job Summary:**

Under the direction of the Chief Administrative Officer (CAO), the Director of Operations (Dir of Ops) is responsible for the safe and efficient delivery of a range of services relating to water, sewer, roads, drainage systems, solid waste collection, snow clearing operations, fleet and heavy equipment management, and maintenance of public infrastructure. Supported by a unionized Public Works Team, the Dir of Ops will provide leadership to ensure that the District of Stewart infrastructure is well maintained through effective planning and utilization of resources and prioritize the implementation of Capital Works Projects.

### **Qualifications & Requirements of the Role:**

- Experience as a Supervisor or Foreman managing public works operations with a distinguished record of success & effective leadership.
- Skilled in relationship building, implementing strategic change, and facilitating collaboration across departments.
- Exhibits a professional standard of conduct and communication with Staff, members of the public and Council.
- Ability to work independently, prioritize multiple tasks, and exercise sound judgement.
- Understanding of purchasing policies and procedures including RFP & Tendering processes.
- Knowledge of Occupational Health and Safety rules and regulations.
- Experience managing a unionized crew with a Collective Agreement
- Ability to prepare a departmental operating budget.
- Ability to develop and implement work plans to meet department performance goals.
- Basic knowledge of water/wastewater operations.
- Project Management, including administration, implementation, reporting, contractor supervision and communications—Project Management Certification is considered an asset.
- Experience operating heavy equipment is an asset.
- Ability to utilize various computer software applications.
- Available to oversee operations outside regular working hours.

**TO APPLY:** Qualified candidates are invited to submit their detailed resume and covering letter in confidence to the District of Stewart to: Tarra Barker, CAO: P.O. Box 460, Stewart BC V0T 1W0 (705 Brightwell Street) Or via email to: [cao@districtofstewart.com](mailto:cao@districtofstewart.com)  
When applying please quote Job Posting No. 2024-011 | Shortlisted applicants will be asked for three (3) references.

Salary will be dependant on experience and qualifications. The District offers a comprehensive benefit package.  
We thank all applicants, but only those selected for an interview will be contacted  
The District of Stewart is committed to creating a diverse environment and is proud to be an equal opportunity employer