



## **Director of Operations**

Nestled on the banks of the world-renowned Bulkley and Telkwa Rivers, this picturesque, historical village borders Tyhee Lake Provincial Park. Surrounded by snow-capped mountain ranges and a myriad of lakes and streams, Telkwa's spectacular natural setting offers extensive outdoor adventure and recreational opportunities. Whether you love to hike into an alpine lake, raft through whitewater rapids, ski down fresh powder slopes or battle the will of large steelhead, Telkwa has year-round wilderness adventures. We are a village of approximately 1500 people located approximately 10 minutes to the east of Smithers, a regional service, recreation and culture hub.

Reporting directly to the Chief Administrative Officer, the successful candidate will be an integral part of the management team and will oversee the day-to-day operation and maintenance of a unionized Public Works Department. You will provide leadership to the Public Works team consisting of a Working Foreman, three full-time crew members and seasonal staff in the provision of services related to roads, water treatment, fleet maintenance, facilities, parks, and cemetery. In addition, you will be responsible for the development and monitoring of operations and maintenance programs, Occupational Health and Safety, providing recommendations in relation to policies and bylaws, performance management, contract administration, and budget preparation and monitoring. The Director of Operations will assume statutory duties of the Village Approving Officer for subdivisions.

The ideal candidate will have significant management experience (10 years+) in local government services; will demonstrate strong leadership skills; possess superior verbal and written communications skills; have experience in development and residential building inspection process; and have the ability to maintain effective working relationships with staff, stakeholders, and members of the public. At a minimum, you will have a two-year post-secondary degree or diploma in a related field supported by training in human resource management, project management, local government management, and the application of WorkSafeBC regulations. Comparable work experience and education will be considered.

The successful candidate will possess a proven track record in development and management of complex projects; capital and operational budgets; preparing and presenting cost estimates, technical, and administrative reports; along with experience in risk management, policy development, and preparation of tenders and proposal calls.

In addition to the appealing lifestyle existing in the region, the Village of Telkwa offers an attractive benefits and remuneration package. This is an exempt position and is part of the senior management team. A full job description can be found at [www.telkwa.ca](http://www.telkwa.ca).

Applicants can submit a resume and cover letter with three relevant references to the attention of **Debbie Joujan, Chief Administrative Officer**:

E-mail: [debbiejoujan@telkwa.ca](mailto:debbiejoujan@telkwa.ca)

Fax: (250) 846-9572

Mail: Box 220, Telkwa, BC, V0J 2X0

Closing date is Thursday, **February 6, 2020 at 4:00 pm.**

Thank you for your interest. Only those candidates selected for interviews will be contacted.