



Making a difference...together

# Leadership Opportunity

## Manager, Engineering – Salt Spring Island (SSI)

**Executive Services - Salt Spring Island Administration**

|                               |   |
|-------------------------------|---|
| Competition                   | <b>19/039</b>   |
| Status                        | <b>Exempt Management</b>  |
| Salary Range                  | <b>\$104,380 - \$122,800 annually (2018 rates)</b>                                    |
| Review of applications begins | <b>4:00pm on March 26, 2019; however, the position will remain open until filled.</b> |

Make a difference and become a part of the Capital Regional District’s vibrant future! Located in one of the world’s premier places to live, work and visit, the Capital Regional District (CRD) strives to create liveable, vibrant communities, practice exemplary environmental stewardship and build a prosperous and sustainable economy.

We are an outcome driven, high performance organization respected for its commitment to the citizens we service and the services we provide.

This position is located on and within the beautiful idyllic community of Salt Spring Island, the largest of the Gulf Islands with a population of about 10,000 residents, with number of distinct neighborhoods and village centres, picturesque forested and pastoral landscapes, and a stunning coastline.

### Position Purpose

Reporting to the Senior Manager Salt Spring Island (SSI) Administration, the Manager, Engineering - SSI manages and provides professional expertise to SSI utility operations, and capital projects; and provides technical support to the SSI transportation service. The incumbent collaborates regularly with other CRD service functions (eg. utility operations, engineering services, etc.), external contractors, and outside agencies such as the Ministry of Transportation, Islands Trust, and Improvement Districts with the aim to reach mutually agreeable goals. This position is responsible for project management, engineering, planning, design and construction functions to ensure the timely and cost effective completion of projects. *Please note that this position resides on beautiful Salt Spring Island.*

### Key Accountabilities / Position Outcomes

- Leads and is accountable for engineering, planning, design, and construction functions related to CRD’s SSI water and sewer utility operations. This includes: planning and implementation of capital systems improvements; delivery of water and wastewater initiatives; budget development and monitoring; strategic asset planning; conducting feasibility studies and technical reports; and providing recommended actions.
- Working closely with the Senior Manager and senior staff of other Service Areas (eg. Integrated Water Services),



evaluates operating alternatives and approaches for the delivery of water and wastewater services, with a goal of integrating the services within the SSI Administration function as feasible.

- Provides technical, project management, and operational support to the SSI Transportation Service.
- Ensures structures, systems, resources and management practices are in place and effective to support the timely and cost effective completion of projects and initiatives
- Assumes managerial responsibility for the scope of work, and exercises authority over staff and consultants as necessary to ensure compliance with relevant legislation, guidelines, agreements, policies, and procedures. Provides Professional Engineer sign off for engineering design work.
- Manages and is accountable for projects and the contract process including preparing contract documents, developing terms of reference, evaluates consultants' and their work and assists in tender calls and analysis for work to be carried out by outside contractors ensuring projects are completed on time and on budget.
- As required, provides leadership and direction necessary to ensure the success of Operational projects and initiatives, including leadership during operational emergencies.
- Uses diplomacy and strong communication, presentation and relationship building skills to create and maintain collaboration among stakeholders including partners, regulatory authorities, elected officials, various municipal, provincial and federal agencies, and other internal and external groups.
- Attends Commission meetings of areas of responsibility, and provides advice, recommendations and seeks information on issues and initiatives, ensuring the efficient, effective and economic delivery of services.
- Performs other duties as required.

### **Qualifications**

A university degree in Civil Engineering plus significant progressively responsible experience (eg. 5-8 years) preferably in the municipal engineering field, with particular emphasis on the design, construction and operation of water and wastewater facilities. An equivalent combination of education and experience may be considered. Must be registered as, or eligible for registration as, a Professional Engineer (PEng) in the Province of BC. Project management professional certification is an asset.

### **Role-specific Knowledge, Skills & Abilities**

- Demonstrated experience with project management methodologies and implementation initiatives.
- Ability to generate, coordinate and manage multiple projects for a number of program areas and to meet required objectives and deadlines.
- Ability to prepare comprehensive technical reports and specifications.
- Demonstrated knowledge and exceptional abilities in working with, collaborating with, and providing leadership to special interest groups, community stakeholders, internal and external partners and agencies.
- Knowledge of the Local Government Act and other legislation and regulation affecting utility/waterworks' systems, operations and maintenance.
- Proven experience and demonstrated expertise in providing leadership and management to senior professional and unionized staff, including motivating and mentoring, conducting performance appraisals, and carrying out grievance and disciplinary provisions of a collective agreement.
- Demonstrated ability to effectively deal with public officials and the public on a variety of issues. Ability to

build and maintain interagency relationships

- Excellent communication skills, including strong written, verbal and listening skills combined with effective and proven meeting facilitation and presentation skills.
- Sound judgment and a positive, solution oriented attitude.
- Advanced knowledge and experience with computers and Windows applications.
- A valid Driver's license for the Province of BC is required.

### **Applications**

To apply for this exciting opportunity, please submit your resume and covering letter online at [www.crd.bc.ca](http://www.crd.bc.ca) under "[Careers](#)".

**The CRD wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.**

## Appendix – Leadership Profile

CRD Leaders are champions for creating an accountable, high performance, service oriented organization that makes a difference in our community. They pay attention to shifts and trends in an ever-changing and complex environment and think strategically to serve residents, businesses and local governments today while developing a sustainable organization for the future.

### **Leadership Summary:**

Leaders at this level are generally recognized as specialists in their field who integrate their depth and breadth of experience in their own discipline with knowledge of business priorities and functions to address complex problems and non-standard situations as a key contributor in an intricate and critical environment. They anticipate client needs, identify solutions, and interpret internal/external business issues, recommending best practice in their own discipline. They explain difficult concepts and persuade others to adopt a point of view. These leaders may lead teams or projects, forecasting and planning resources to meet objectives and managing costs for specific projects.

### **CRD Leadership Competencies:**

*While CRD Leaders are accountable to all Leadership Competencies, the following have particular relevance to this position:*

#### ***Thinks Strategically***

Thinks strategically when analyzing issues, making decisions and prioritizing actions, including:

- Takes an organizational perspective
- Ensures client and stakeholder interests are considered
- Aligns decisions and actions with the CRD strategic plan
- Assesses social, economic and environmental trends for opportunities and challenges

#### ***Sees the Big Picture***

Understands and helps others see the complexity of the CRD environment, including:

- Identifies connections, relationships and possibilities between and within different parts of the CRD
- Considers the impact of actions on other areas and/or the whole organization
- Helps others to connect current actions with the vision and strategic goals of the CRD
- Reviews and adapts plans to take advantage of emerging opportunities and to address changes in other areas.

#### ***Understands the Politics***

Uses an understanding of the complexity and nuances of own political arena (internal and external) to gain stakeholder support, including:

- Communicates relevant and timely information and alternatives to help stakeholders make decisions
- Anticipates barriers and motivators for stakeholder support
- Balances the nature of communication between informing and influencing
- Uses an understanding of timing to take the right action at the right moment to gain stakeholder support

\*\*note: internal stakeholders can include decision makers, those who allocate resources and/or superiors

### ***Builds Partnerships***

Pulls people together to accomplish goals that could not be reached individually, including:

- Uses formal and informal networks to identify opportunities for collaboration
- Invites participation from diverse groups with common interests
- Balances consensus building skills with negotiation and influencing skills to achieve outcomes
- Empowers team members to take joint ownership of outcomes

### ***Is Accountable for Results***

Aligns the people, resources and systems necessary to deliver business results, including:

- Takes personal accountability for actions and outcomes in own area of responsibility
- Delegates appropriately to achieve results
- Empowers others to be accountable by setting clear outcomes, checking-in regularly, and providing mentoring to ensure goals are met
- Celebrates individuals/teams successfully delivering outcomes

### ***Models Integrity***

Inspires trust by maintaining high personal standards that align with the values and philosophy of the CRD, including:

- Follows through on commitments and communicates progress
- Invites input and displays a genuine interest in the ideas and concerns of others
- Cultivates an open, respectful and transparent work environment
- Demonstrates humility by admitting errors and learning from mistakes