

# Career Opportunity



**Position: Utility Services Supervisor - Construction (Permanent)**

**Closing Date: September 29, 2017**

**About Us** At the City of Kamloops, we are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates the employees who make it all happen. We offer many advantages including ongoing training and professional development opportunities, coupled with exceptional benefits, all in the beautiful natural setting of the BC Interior.

Kamloops is Canada's Tournament Capital, a family and business-friendly community committed to providing great customer service, enhancing community partnerships, and supporting economic growth. Our 700 employees provide customer services and programs to a local and regional population of 125,000 people. Kamloops provides abundant recreational possibilities for residents and visitors alike, as well as education and culture opportunities and activities.

**Title** Utility Services Supervisor - Construction (Permanent)

**Job ID** 1017

**Pay Class** Salary

**Days of Work** Monday to Friday

**Hours of Work** 8:00 a.m. - 4:00 p.m. (Winter)  
7:00 a.m. - 3:00 p.m. (Summer)

**Position Overview** GENERAL ACCOUNTABILITY

Reporting to the Utility Services Manager, the Utility Services Supervisor – Construction is accountable for the safe and efficient construction, repair, and maintenance of the water distribution, wastewater collection and drainage collection systems in the City of Kamloops.

## NATURE AND SCOPE

The Utility Services Supervisor – Construction is responsible for the safe and effective construction, maintenance and repair of the level IV water distribution system, the level IV sanitary collection system and the storm water system within the City of Kamloops.

As a leader of 20-25 full time unionized staff, the Utility Services Supervisor - Construction must develop and maintain a culture of safety, respect and collaboration while fostering the growth of staff. The position requires the incumbent to lead by example using his/her knowledge in the field of utilities construction and maintenance complimented by exceptional leadership abilities.

The Utility Services Supervisor – Construction receives work flow from a variety of sources including preventative maintenance programs, emergency repairs, capital projects and development.

The supervisor actively participates in the development and execution of preventative maintenance initiatives at a planning and implementation level. The Utility Services Supervisor-Construction has a critical role working with the Engineering Services staff to develop long term capital plans based on the information obtained by his/her crews in the field. The position requires the incumbent to frequently decide whether repair or replacement of infrastructure will provide the

best value for the community.

The supervisor is also responsible for coordinating a variety of emergency response tasks that can include main breaks, service leaks, and flooding or other natural disasters. These emergencies can range in size from single crew responses to city-wide multi-department Emergency Operations Center (EOC) events. Experience working in the Incident Command System (ICS) or in an EOC is beneficial. Emergencies often require the supervisor to respond after hours to coordinate the work, support the crews, monitor the work for safety, and ensure the work is performed efficiently to standards.

The Utility Services Supervisor – Construction oversees service installation, maintenance and repair crews and one capital construction crew. Involvement in the creation, planning and implementation of capital projects is a requirement of the position. To ensure the effective delivery of capital projects, the supervisor works closely with Engineering and Design staff in advance of construction. The incumbent must possess the ability to perform construction take-offs to ensure required materials, equipment and resources are planned and estimated for.

The Utility Services Supervisor – Construction also actively participates in the evaluation of development proposals as a representative for the Utility Service Department on the Project Evaluation Team which meets weekly. This multi-department team strives to ensure proposals are evaluated by member representatives from all city departments.

Succession planning, mentoring and developing employees is a crucial part of this leadership role. The supervisor must be an effective leader capable of inspiring employees and driving change in culture and process. This position is responsible for many traditional management functions such as hiring employees, evaluating performance, correcting inappropriate behaviors; often using the progressive discipline tool, and resolving personnel issues as they arise.

#### **Responsibilities SPECIFIC ACCOUNTABILITIES**

1. Leads, inspires and evaluates various levels of staff within the Utility Services- Construction section and others within the Utility Services Department through training, mentoring, coaching and motivating.
2. Participates in the design review, estimating, planning and delivery of utility capital projects.
3. Participates in the evaluation, estimating, planning and installation of utility services for development.
4. Controls operational and capital project costs and provides considerable input into the budget preparation working in conjunction with the other supervisors within the section and the Utility Services Manager.
5. Responds to, evaluates and resolves emergencies in addition to fulfilling responsibilities within the municipal emergency program.
6. Supervises the day-to-day work of 20-25 unionized staff performing installation, maintenance or repair utility infrastructure.
7. Develops and maintains preventative maintenance programs.
8. Enhances the City's mission statement, "Making Kamloops Shine" by providing various internal and external stakeholders with exceptional customer relations.
9. Maintains liaison with other departments, utilities, municipalities, and agencies.

**Requirements** REQUIRED EXPERIENCE, TRAINING, EDUCATION, MEMBERSHIPS, ETC.

1. Minimum 3 years' previous supervisory experience.
2. Minimum 5 years' experience in the operation and repair of water, sanitary sewer and storm sewer systems in a municipal setting.
3. Demonstrated ability to lead, inspire, motivate and coach employees in a unionized environment.
4. Proficient in computer applications such as MS Word and Excel.
5. Experience with municipal asset management programs.
6. Valid BC Class 5 Driver's License.

**PREFERRED QUALIFICATIONS**

1. Education, training or courses related to leadership.
2. Education, training or courses related to local government administration.
3. Certification through EOCP in utility disciplines.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes and passes a criminal record check.

**Department** Public Works & Utilities

**Position Type** Permanent full-time

**Reports To** Utility Services Manager

**City** Kamloops

**Province** British Columbia [BC]

**Country** Canada [CA]

**Position** Management

**Closing Date** 9/29/2017

**Compensation & Benefits Overview** Comprehensive benefits package available.

Please note that persons with disabilities who require accommodation with the application process may contact the Human Resources Department for assistance at (250) 828-3439.

To apply for this position, please visit our website at <http://www.kamloops.ca/hr/index.shtml>