



Position Title: Manager of Utilities	Department: Utilities
Date: December 2023	
Reporting Manager Title: Chief Administrative Officer	
Reporting Supervisor Title (if applicable):	

Position Summary:

This position is accountable for the strategic delivery of infrastructure services to residents within the Cariboo Regional District. The services will include water treatment and distribution systems, sanitary sewer collection and treatment systems, streetlighting services and invasive plant management. The Manager of Utilities must be able to manage contracts for these services, ensuring contractor performance and compliance meets service and quality standards.

Essential Duties and Responsibilities:

Technical Expertise

- Oversee the established services (water, sewer, streetlighting, invasive plant management) and ensure they meet the needs and affordability of CRD residents.
- Selecting contractors (water, sewer, solid waste, landfill) and monitoring their performance and contract compliance.
- Resolving issues with utilities in the CRD.
- Ensuring that the CRD and its utilities systems comply with Provincial and Federal environmental safety laws and regulations relating to utilities and utility management.
- Preparation and adherence to utilities annual maintenance programs.
- Training and developing technical field staff in overseeing utilities contractors, facilities and systems.
- Managing contracting and consulting processes required to design, finance and build utilities systems.
- Providing advice to residents relating to water and sewage services in the regional district.
- Reviewing applications for building permits and planning variances where there are utilities and servicing issues.
- Assessing the feasibility and issues of the CRD taking over existing water and sewer systems.
- Measuring and reporting on the effectiveness of Utility Services and operations.
- Prepares reports, studies, and presents to the Board of Directors and Board committees as directed.
- Other duties as assigned by the CAO.

Knowledge, Skills and Abilities

- Strong interpersonal and leadership skills with the ability to organize personnel and provide leadership in the achievement of goals and objectives.
- Strong conflict resolution and facilitation skills.
- Excellent organizational, written and verbal communication skills.
- Ability to communicate in a courteous and tactful manner.
- Ability to work independently, prioritize the workload and accomplish the tasks within a reasonable time period.
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- Experience and knowledge of local government legislation and applicable legal principles as well as Statutes and Regulations related to the role.
- Demonstrated administrative skills in Microsoft Office Suite (Outlook, Word, and Excel), including the ability to effectively utilize and research on the internet.
- Ability to respond to emergencies as needed and immediately, and to work various shifts to meet operational requirements, including weekends and evenings as necessary.
- Maintain a valid BC Driver's license and have a suitable vehicle to perform these duties.
- Ability to attend and conduct presentations.

Supervisory Responsibility

- Manage employees within the utilities and invasive plant management departments.
- Provide direction to the CRD's invasive plant management staff.

Financial Resources:

- Preparation of budgets for all departmental services and/or review.
- Prepare and present Financial Plans for the services managed.
- Draft associated grant funding for various related programs and contracts as required.

Education, Experience, and Qualifications Required:

- Completion of a university or technical degree in Public Works, or equivalent experience and qualifications.
- Minimum Certification Level 3 in one EOCP (Environmental Operators Certification Program) discipline and Level 2 in two other EOCP disciplines.
- A minimum of 8 years' experience as a senior manager or department head in a local government or unionized environment setting.
- Proven contract administration and project management skills.
- Proven leadership and communication skills.

- Experience in water and sewer distribution and treatment systems and ideally invasive plant management.
- Must maintain a valid BC Driver's license. Travel is required; must have a suitable vehicle to perform duties and the ability to travel in all weather conditions.

Working Conditions:

Physical Environment: Work occurs in both indoor settings (treatment plants, booster pump stations) and outdoor locations for inspection and maintenance of pipelines and systems, often in various weather conditions.

Exposure to Chemicals and Biological Hazards: Handling of chemicals such as chlorine and disinfectants is required, along with potential exposure to biological hazards, including wastewater.

Noise and Odors: Frequent exposure to noise from machinery and equipment, as well as odors from wastewater and treatment processes.

Confined Spaces: Work may include accessing confined spaces such as valve vaults, manholes, and similar environments.

Physical Demands: Tasks involve lifting heavy equipment, climbing ladders, prolonged standing, walking, bending, reaching, and using tools and machinery.

Use of Personal Protective Equipment (PPE): PPE such as gloves, safety goggles, helmets, protective clothing, and respiratory protection must be used as necessary.

Safety and Training: Ongoing safety and vocational training are required to ensure compliance and maintain up-to-date skills.

Work Schedule: Required to be flexible and adapt to changing work demands. May work a non-standard schedule and unexpected evening and weekends to respond to job requirements and emergencies.

Stress and Responsibility: High responsibility for public health, requiring prompt response to system malfunctions, equipment failures, or contamination events to ensure safe drinking water and proper wastewater treatment. Independent problem-solving and collaboration with engineers, technicians, and other personnel to maintain system reliability.

Core Competencies Required for the Job:

This position requires proficiency in core competencies, as defined by the Cariboo Regional District's Core Competency Framework (refer to Appendix A for detailed descriptions).

Disclaimer:

This job description outlines the primary responsibilities and qualifications of the role. Additional tasks and duties may be assigned as needed to support team and organizational objectives.



Appendix A – For All Employees

Core Competency Framework for the Cariboo Regional District:

All employees of the Cariboo Regional District require proficiency in core competencies, as defined by the Cariboo Regional District's Core Competency Framework.

Community and Service Orientation

- Dedication to delivering high-quality, accessible services for all communities
- Providing responsive, respectful service that reflects the Cariboo Regional District's values and meets resident needs
- Demonstrating empathy, patience, and commitment to improving the quality of life for residents

Clear Communication

- Effectively conveying information to diverse audiences, including public presentations and written reports
- Actively listening to understand community concerns and respond with integrity
- Maintaining transparency in all interactions, ensuring clear, honest communication

Team Collaboration and Partnership Building

- Working effectively within and across teams to achieve shared goals
- Fostering cooperative relationships with municipal partners and community organizations
- Respecting and supporting diverse perspectives

Problem Solving and Accountability

- Identifying practical solutions to challenges with transparency and fiscal responsibility
- Using data and analysis to make informed, effective decisions
- Taking responsibility for actions and decisions, maintaining integrity and accountability

Project Management and Organization

- Planning and executing projects with a focus on community impact and resource efficiency
- Managing time and resources effectively, meeting deadlines and maintaining detailed records
- Adapting project plans to accommodate the needs of varied communities and changing priorities

Adaptability and Responsiveness

- Responding to changing needs and priorities across the Cariboo Regional District with resilience and flexibility
- Embracing continuous learning to stay relevant and effective in a dynamic regional context
- Demonstrating openness to feedback and willingness to improve

Cultural Sensitivity and Inclusivity

- Respecting and valuing the diversity within the Cariboo Chilcotin, including Indigenous and rural communities
- Fostering inclusivity and cultural awareness in interactions with residents and colleagues
- Demonstrating empathy and understanding for diverse community needs and values

Health and Safety Awareness

- Promoting a safety-conscious environment for both staff and residents
- Staying informed of relevant health and safety regulations
- Committing to safe practices in various settings, from urban to remote areas

Environmental Sustainability

- Advocating for environmentally responsible practices in all Cariboo Regional District projects
- Demonstrating commitment to conservation and sustainable use of natural resources
- Supporting initiatives that promote long-term environmental stewardship in the Cariboo Chilcotin



Emergency Preparedness and Crisis Management

- Coordinating effectively during emergencies, supporting community resilience
- Collaborating with local agencies and Indigenous communities for comprehensive crisis response
- Being prepared for quick, informed action in response to emergencies and natural disasters within the Cariboo Regional District

Leadership and Integrity

- Leading by example with honesty, ethical behavior, and commitment to the Cariboo Regional District values
- Inspiring and motivating others while fostering a culture of accountability and respect
- Acting as a positive role model, upholding high standards of professional conduct

Strategic Thinking and Regional Vision

- Aligning actions and goals with the Cariboo Regional District's mission to build vibrant, sustainable communities
- Anticipating future community needs and adapting strategies to address long-term goals
- Understanding broader trends that impact regional development, from social to environmental