

Opportunity Profile

FLEET AND SOLID WASTE SUPERINTENDENT



Working to preserve, protect and enhance our community



portalberni.ca

— CITY OF —
PORT ALBERNI



THE ORGANIZATION: CITY OF PORT ALBERNI

A vibrant waterfront community at the heart of Vancouver Island on the picturesque West Coast, the City of Port Alberni is situated along the head of the Alberni Inlet, a long narrow arm of the ocean stretching inland from Barkley Sound. Home to a population of over 18,000, Port Alberni exhibits an affordable and inclusive community lifestyle, and celebrates a robust and diverse blend of natural, historical, cultural, and geographic resources.

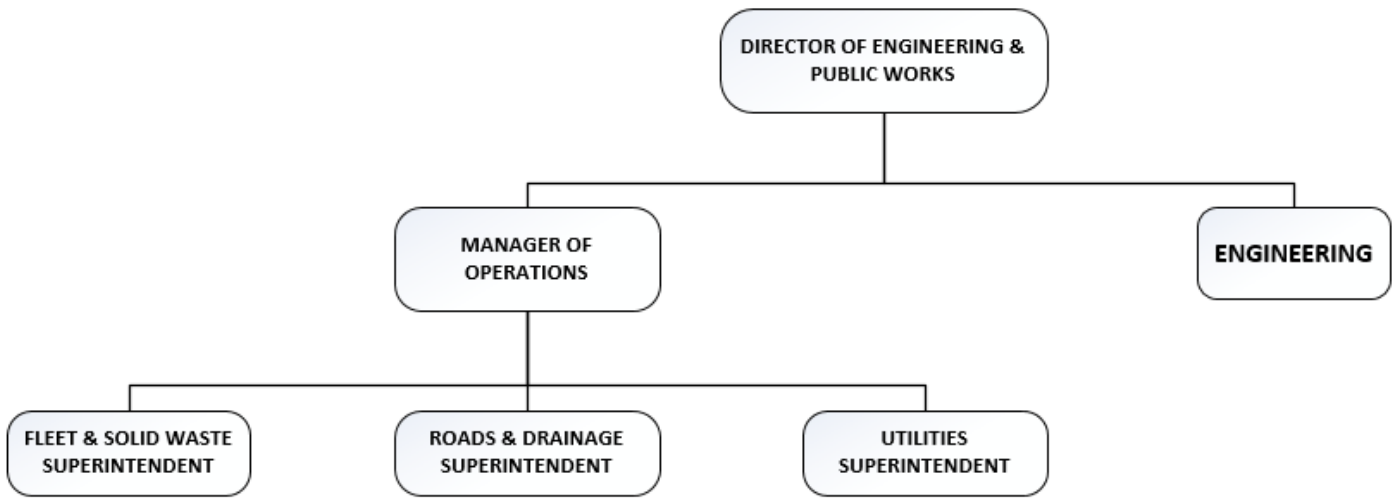
Port Alberni and the surrounding region have thrived for decades through an economy based on the processing of natural resources, industrial infrastructure, and a favorable climate for agriculture, commercial fishing, and tourism. Offering a wide range of outdoor attractions, including seaside parks, mountains, hiking and bike trails, saltwater and freshwater sport-fishing, and wildlife viewing, Port Alberni takes pride in its identity as a port community, home to a diversified economy of industry and commerce as well as wide variety of residential opportunities and recreational services. The City recognizes the waterfront and surrounding environment as its greatest natural asset, and strives to establish a sense of harmony and integration between its residents, tourists, arts, cultural expression, and values of innovation and enhanced quality of life.

Port Alberni is committed to creating a safe and healthy community, and is dedicated to providing accessible facilities and operational services to all residents, in keeping with its vision of a strong and diverse community that supports small businesses, agriculture, tourism, and family life.

To learn more, please visit both the City of Port Alberni website portalberni.ca as well as chooseportalberni.ca.

THE DEPARTMENT: PUBLIC WORKS

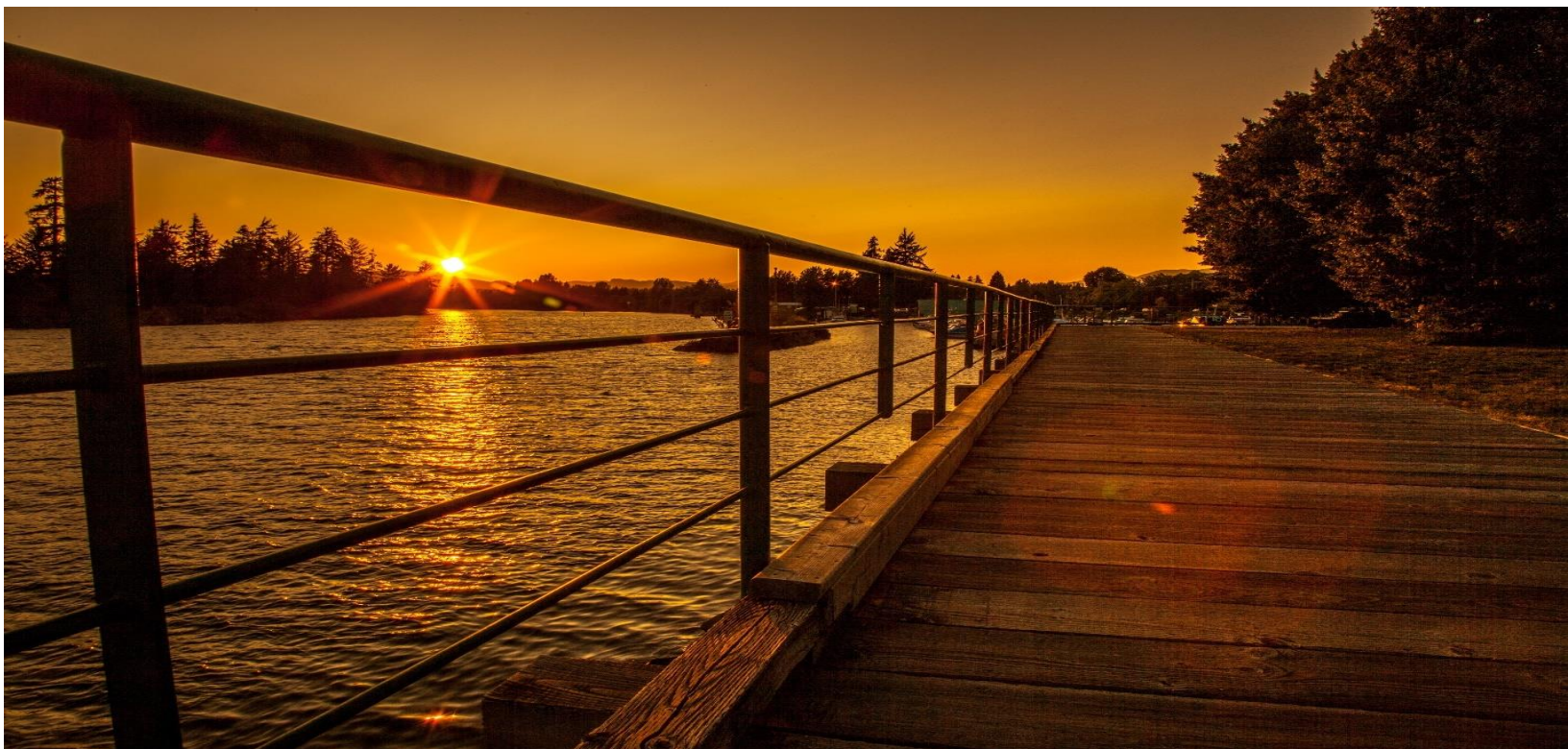
With recent retirements, the City is currently in the process of establishing a new leadership team in its Public Works department. A number of exciting changes have been implemented to reflect current municipal structures and practices, and the City is now looking to find the right candidates for the Public Works Superintendent roles. We are looking for dynamic and collaborative leaders who are experienced in the services provided by Public Works, and are looking to be part of a professional, dedicated and innovative team. It's an exciting time to join the City of Port Alberni as the Public Works department works to further the asset management and strategic priorities of the organization.





THE OPPORTUNITY: FLEET AND SOLID WASTE SUPERINTENDENT

The Fleet and Solid Waste Superintendent supervises, directly and through subordinates, the work of skilled trades employees engaged in the repair, maintenance and servicing of mechanical and automotive equipment, as well as the work of the City's solid waste collectors. In addition, the Superintendent, in conjunction with the other Public Works Superintendents, coordinates priorities and operationalizes plans for all Public Works activities. The Superintendent exercises a considerable degree of independent judgment and action on all technical aspects of the work.



ILLUSTRATIVE EXAMPLES OF WORK:

- Supervises the work of crews responsible for the mechanical servicing of City-owned fleet equipment, and the City's solid waste operations in accordance with applicable policies, regulations and procedures.
- Ensures that safe work practices and all safety rules and regulations are followed by employees, through the practice of due diligence and an understanding of WorkSafeBC regulations as well as related statutory and regulatory requirements.
- Directs and maintains an equipment and vehicle preventative maintenance and repair program; maintains records of equipment and vehicle performance, prepares specifications for additional or replacement equipment and vehicles; and initiates all automotive purchases.
- Prepares and maintains a variety of records, cost and time estimates
- Organizes crews to meet emergency requirements and ensures that all safety regulations and precautions are observed and enforced.
- Develops and implements new and/or improved work methods and procedures as required.
- Coordinates all operations related to fleet and solid waste operations and related activities with those of other Public Works operations as required.
- Assists in the preparation of operational and capital budgets as required, and monitors expenditures against approved budgets.
- Investigates motor vehicle incidents and prepares documents for claims and damage estimates; orders parts, equipment and material and tools as required
- Coordinates with solid waste collection staff, clerical staff and other stakeholders to ensure a high level of collective service, including effective scheduling, is in place.
- Liaises with other City departments, as well as outside agencies and contractors.
- Assists in hiring, disciplinary matters, layoffs and terminations, as well as in processing employee grievances, arbitration hearings and related labour relations matters.





THE PERSON:

The Fleet and Solid Waste Superintendent is a strong leader who has considerable experience working in a municipal setting and is interested in being part of an exciting team. The ideal candidate will have completed an apprenticeship in the mechanical trades, as well as have 10 years' experience in a municipal works setting, including considerable demonstrated supervisory experience. An equivalent combination of education, training and experience may be considered.

KNOWLEDGE, SKILLS & ABILITIES:

The Fleet and Solid Waste Superintendent will possess sound technical skills, an inclusive and collaborative leadership style, as well as have:

- Thorough knowledge of the methods, practices, materials, tools and equipment used in the automotive and heavy-duty mechanical trade, as well as in solid waste management
- Thorough knowledge of the rules, regulations and policies governing the operations supervised
- Considerable knowledge of the occupational hazards involved in the work being supervised and of effective safety control methods and procedures.
- Ability to establish and maintain effective working relationships with the public, all City departments and employees, and other contacts.
- Ability to develop and implement new and/or improved programs, methods and procedures.
- Ability to prepare and present applicable reports and records.
- Ability to organize work crews to meet emergency demands.
- Ability to communicate effectively both verbally and in writing.
- Proficiency in using various computer applications, including MSOffice and asset management software.
- Knowledge of RECYCLE BC policies and an understanding of municipal waste collection services.
- Previous experience reviewing construction drawings, organizing pre and post-construction meetings, reviewing capital utility projects for discrepancies and coordinating site visits with contractors.

LICENCES, CERTIFICATES & REGISTRATIONS:

- Completion of an apprenticeship in the Mechanical Trade
- Valid BC Class 3 driver's license, with air endorsement
- Provincial Vehicle Inspection Certificate and LPG Certificate would be assets

TO APPLY:

For additional information, including a full job description, please go to portalberni.ca/employment-opportunities. Please note that there is a residency requirement for this position.

Interested and qualified candidates may apply by forwarding a resume and cover letter by 4:30 pm on May 10, 2021:

Attention: Krista Bodin, Manager of Human Resources
By email to: humanresources_resumes@portalberni.ca

