

Pemberton Valley Dyking District Operations and Maintenance Manager

Operations and Maintenance Manager Required – Full Time Permanent Position

The successful candidate will be responsible for the year round inspection and maintenance of an intricate diking system located within the Pemberton Valley Dyking District boundaries

Salary, commensurate with experience and qualification, is accompanied with benefit package and pension plan. Please email resumes to admin@pvdd.ca or fax resumes to 604 894-5271 by February 20, 2020.

INTRODUCTION

The Pemberton Valley is extensively protected against flooding with dikes, rip rap bank protection and ancillary structures such as floodboxes. In order to effectively and properly maintain the flood protection works ongoing maintenance, upgrades and repairs are required. Reporting to the Pemberton Valley Dyking District (PVDD) Board of Trustees the Operations and Maintenance Manager will ensure the ongoing dependability of the flood protection works by carrying out the following functions:

Duties

1. Inspections

- Carry out the provincial flood protection inspection reports;
- Identify flood protection deficiencies, forecast work required with associated costs;
- Maintain an asset management database.

2. Maintenance and Upgrades

- Carry out general maintenance of the flood protection works including, dyke mowing, tree removal, floodbox repairs, dyke resurfacing, rip rap repairs, etc.;
- Employ contractors, consulting services, laborers, etc. to support maintenance activities;
- Maintain PVDD quarries to ensure stockpiles of material are readily available for emergency works and ongoing dike and rip rap repairs;
- Develop and manage a yearly district maintenance budget.

3. Capital Project/Engineering Reports

- Work with the PVDD Board of Trustees to prioritize and budget for capital projects and engineering reports;
- Prepare RFP and Tender documents
- Negotiate and prepare contract agreements
- Identify and track all funding opportunities.
- Prepare applications for funding required for capital projects;
- Manage consultants to develop, design and implement capital project/engineering studies;
- Manage district construction projects including work schedule, quality control and budget tracking.

4. Approvals

- Complete appropriate applications for upgrades and repairs to drainage and flood protection works;
- Work with regulatory agencies to maintain long term gravel management plans.

5. Emergency Response

- Be available to respond to flood emergencies 24/7;
- Work with local partners and provincial emergency managers in flood response and recovery activities.

6. Other

- Attend regular monthly Board meetings (third Thursday of every month at 7:00 pm), preparing reports and recommendations for consideration by the Board of Trustees;
- Attend Annual General Meeting and any special meetings;
- Update the district website as required;
- Develop and maintain strong working relations with local governments and First Nations;
- Operate and maintain heavy equipment and river jet boat;
- Perform other related work as required.

QUALIFICATIONS

- Past experience with project management is mandatory.
- Must be competent working with Microsoft Word and Excel
- Past experience operating and managing heavy equipment is an asset

- Proven skills in implementation of policies and procedures to ensure a safe efficient work place
- Good planning and organization skills as well as a high degree of integrity and professionalism