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OPPORTUNITY PROFILE SENIOR MANAGER OF WATER/WASTEWATER SERVICES



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## COMOX VALLEY REGIONAL DISTRICT

# SENIOR MANAGER OF WATER/WASTEWATER SERVICES

### CONTENTS

THE ORGANIZATION	COMOX VALLEY REGIONAL DISTRICT	1
THE OPPORTUNITY	SENIOR MANAGER OF WATER/WASTEWATER SERVICES	2
	Key Accountabilities	3
THE PERSON		6
	Education, Experience, Certification	6
	Knowledge, Skills, and Abilities	6
	Competencies and Personal Characteristics	7
COMPENSATION		8
CONTACT		8





## THE ORGANIZATION

## COMOX VALLEY REGIONAL DISTRICT

The Comox Valley Regional District “CVRD” is a federation of three electoral areas and three municipalities, providing sustainable services for its residents as well as visitors to the area. The CVRD’s borders extend from Cook Creek in the south to the Oyster River in the north, and from Strathcona Park in the west to Denman and Hornby Islands in the east, covering an area of roughly 2,425 km<sup>2</sup>.

The Comox Valley is an attractive geographic location, rich in rural agriculture, vibrant urban development, meandering coastline and dramatic mountains. There are spectacular outdoor activities available throughout the region, offering unlimited possibilities to current and prospective residents. The name of the Comox Valley originates from the word “Komoux”, meaning “land of plenty”, as the valley was referred to by the indigenous K’ómoks First Nations inhabitants. As a regional district, a form of local government authority unique to BC, the CVRD provides government services for municipal, unincorporated and/or rural areas of the province, as well as a political forum for inter-municipal cooperation, representation of electoral area residents and communities, and a vehicle for advancing the interests of the region as a whole.

The CVRD provides over 100 services to its residents, ranging from water and wastewater treatment, recycling depots, landfill and waste management, recreation centres, fire and emergency response services, building inspection, land use planning, and much more. With a growing population of roughly 72,445, and a culture and history intertwined with traditional BC industries such as farming, agriculture, and forestry, the CVRD has grown into a thriving, enriched environment with residents who take pride in their communities.

To learn more, please visit the CVRD’s [website](#).

*The CVRD respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K’ómoks First Nation, the traditional keepers of this land.*

## THE OPPORTUNITY

## SENIOR MANAGER OF WATER/WASTEWATER SERVICES

The Senior Manager of Water/Wastewater Services is responsible for management of the Comox Valley Water System and Comox Valley Sewer System, and five rural area water systems in compliance with applicable bylaws and regulations. The position leads the development and implementation of operating and maintenance plans, asset management plans, master planning, and capital improvement projects not delivered by the Project Management Office, in accordance with priorities established by the Board.

The Senior Manager oversees the review of property development applications to ensure developments meet the principles and policies of the Comox Valley Regional Growth Strategy and water/ wastewater management master plans. The position also manages the application and administration of applicable development cost charges, facilitates the resolution of unique, complex and precedent setting issues with stakeholders, recommends the preparation of policies, bylaws and regulations, and acts as the expert professional resource on water and wastewater engineering related matters.







### Key Accountabilities

- Plans and directs the provision of water, wastewater and other related engineering services for the CVRD, ensuring safe, efficient and effective operation as well as compliance with applicable bylaws and regulations and other enactments respecting public safety and the environment;
- Leads scoping and oversight of engineering and other technical studies to assess the long-term operating, maintenance and capital improvement requirements of the water and wastewater infrastructure in order to meet the CVRD's corporate strategy and business plan, growing regional population, regulations and environmental requirements, and other related factors. Prepares reports for the general manager, chief administrative officer (CAO) and board relating to current status and requirements for the future;
- Manages the development and implementation of master plans, liquid waste management plans, and asset management planning in accordance with priorities established by the board and in collaboration with municipal counterparts;
- Leads the development of project plans and business cases to justify project expenditures. Manages the tendering process and negotiates and awards contracts to consultants, contractors and other service providers. Ensures all projects are executed in accordance with project management, quality assurance, risk management, environmental and safety principles and practices, and works with the Manager of Procurement to manage the dispute resolution process with service providers as required to ensure successful project completion;
- Oversees the review of property development applications and negotiates land development servicing arrangements with property owners, ensuring developments meet the sustainability principles and policies of the Regional growth Strategy and Water/Wastewater Management Strategies;



- Manages the implementation of applicable development cost charge (DCC) policy and ensures that charges are updated as necessary to meet the future needs of the region and are collected and applied in accordance with CVRD bylaws and processes;
- Acts as the CVRD appointed representative and occasionally chairs the water and sewage management advisory committee. Attends meetings of the board and committee as required; prepares reports and recommendations for the CAO for forwarding to the committee and the board and provides technical advice to the general manager and the CAO as required;
- Acts as the expert professional/technical resource for the planning and building departments, other branches of the CVRD and associated bodies regarding water and wastewater engineering matters and attends board and committee meetings as required to provide information, consultation and professional engineering advice;
- Recommends the development or amendment of applicable policies, bylaws and regulations, and prepares updated interpretations of policies and regulations for CVRD staff;
- Represents the CVRD in meetings with stakeholders, including outside agencies, interest groups, and members of the public, regarding a variety of engineering matters. Addresses critical and complex issues and complaints that could have community-wide impact or set major precedent for the CVRD. Represents the CVRD in legal actions and hearings by presenting information and expert witness testimony;
- Builds and manages effective relationships with CVRD staff and stakeholders including contractors, consultants, developers, the general public, local governments, senior governments, non-government agencies, and community groups in order to accomplish objectives, resolve critical issues, provide advice, and remain in the forefront of trends and developments that could potentially impact the CVRD;





- Maintains up-to-date knowledge of changes in codes and regulations, relevant bylaws, and new developments in water and wastewater technology;
- Supervises the work of section staff. Provides training and guidance in performance of duties, conducts performance evaluations, promotes improved performance through counselling, coaching and career development, handles grievances and resolves staff issues. Participates in hiring, promotion, disciplinary, demotion and termination decisions;
- Prepares the annual business plan and operating budget for water and wastewater services, working in conjunction with financial services staff; controls spending within the approved budget and reports to the general manager regarding any anticipated variances. Identifies resource requirements in order to undertake work plans and recommends appropriate actions, including the hiring of staff, contractors and consultants;
- Prepares reports and statistical summaries for the general manager, CAO and board regarding water and wastewater treatment issues as well as issues pertaining to development standards and development cost charges. Ensures reports are prepared and submitted to meet provincial government reporting requirements;
- May be expected to participate in an active Regional Emergency Operations Centre;
- Undertakes other assigned duties as required.



## THE PERSON

### Education, Experience and Certification (or equivalent combination where acceptable)

- Post-secondary degree in engineering, supplemented by courses in business management, public administration and land use planning;
- Minimum eight years of recent, progressive experience in a senior level role in local government engineering and/or public works, including considerable experience in capital project management and asset management;
- Membership as a registered professional engineer (P.Eng.) with the Engineers and Geoscientists of British Columbia (EGBC);
- Certificate in local government administration preferred;
- Emergency management training preferred;
- Valid BC driver's license.

### Knowledge, Skills, and Abilities

- Thorough knowledge of the CVRD building bylaws, the Local Government Act, and other related statutes, laws, regulations and precedents respecting the operation, maintenance and improvement of water and waste water systems;
- Thorough knowledge and understanding of the philosophies, principles, processes and practices pertaining to engineering, strategic and business planning, asset management, project and risk management;





- Thorough knowledge and understanding of the mandate, operating environment, business objectives, structure and operations of the CVRD;
- Ability to plan, implement and effectively manage the provision of water and wastewater treatment and related engineering services and ensure compliance with bylaws and regulations and other enactments respecting public safety and the environment;
- Ability to explain policy, regulations and processes to various stakeholders in a respectful manner, make considered and consistent decisions regarding the application and interpretation of regulations and policies; and resolve conflicts using tact, courtesy and patience;
- Ability to understand political issues and exercise sound judgment;
- Ability to develop and maintain effective and productive relationships with CVRD staff, municipal staff, developers, contractors, the general public, elected and government officials, non-government agencies, community groups and other affected stakeholders;
- Strong organizational, analytical, problem solving and decision making skills;
- Strong leadership, consultative, facilitation, consensus building, conflict resolution, negotiation, mediation and interpersonal skills;
- Strong communication and presentation skills;
- Strong computer skills and ability to use applicable software;
- Ability to lead, mentor, motivate and support staff in a team environment;
- Ability to travel and work flexible hours when required;
- Strong stewardship of Comox Valley Regional District core values: collaboration, accountability, service, sustainability.



### Competencies and Personal Characteristics

**Leadership** - Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals.

**Accountable** – Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.

**Strategic** – Develops and implements a plan in support of organizational strategic direction. Demonstrates an understanding of the link between one's job responsibilities and overall organizational goals and needs, and performs one's job with the broader goals in mind.

**Integrity and Honesty** – Demonstrates a resolute commitment to and respect for the rules and core values of the organization, setting an example of professionalism and ethical propriety.

**Creativity and Innovation** – Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new, cutting edge programs/processes.

**Effective Working Relationships** – Treats colleagues and staff with respect; resolves conflicts respectfully and in a timely manner, negotiates effectively, and provides effective feedback to colleagues/employees.

**Influential and Collaborative** – Has an honest, open, consistent approach to working with others; possesses strong relationship and interpersonal skills, with the ability to build relationships and develop/maintain partnerships, obtaining stakeholder agreement.

**People Development** – Fosters long-term learning and development of others through coaching, managing performance and mentoring; has a genuine desire to develop others and help them succeed; formally recognizes deserving staff and colleagues.

**Communication** – Clearly presents written and verbal information and writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well.

**Citizen Focused** – Anticipates, responds, and attends to the needs of colleagues and citizens, and other internal and external stakeholders of the organization; keeps the citizen interests in the forefront.





## COMPENSATION

A competitive compensation package will be provided including an attractive base salary with a current hiring range of \$121,910 to \$144,768 and excellent benefits. Further details will be discussed in a personal interview.

## FOR INFORMATION PLEASE CONTACT:

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