



District of Wells

PO Box 219, 4243 Sanders Avenue, Wells, BC, V0K 2R0
Phone--250-994-3330 Fax--250-994-3331 www.wells.ca

JOB SUMMARY

DISTRICT OF WELLS – MANAGER OF FACILITIES, LANDS AND INFRASTRUCTURE

Reporting to the Chief Administrative Officer (CAO), the Manager of Facilities, Lands and Infrastructure is responsible for the management and oversight of the District of Wells' (the District) various civic facilities, municipal infrastructure and parks. This includes operations and maintenance, as well as both short and long range planning initiatives and projects related to each of these three principal areas of accountability.

PRIMARY DUTIES AND RESPONSIBILITIES OF THE MANAGER OF FACILITIES, LANDS AND INFRASTRUCTURE POSITION

- Management of the following District-owned facilities and infrastructure, including:
 - Wells Barkerville Community Cultural and Recreation Centre;
 - Outdoor Skating Rink and Year-round Recreation Structure;
 - Shelter Structure;
 - Wells Community Hall;
 - District of Wells Municipal Office Building;
 - Wells Fire Hall and Fire Truck Building;
 - Visitors' Centre;
 - Civic Outbuildings;
 - Wastewater Treatment Buildings and Associated Wastewater Collection Lines and Infrastructure;
 - Water Treatment Buildings and Associated Water Distribution Lines and Infrastructure;
 - Storm Water Collection and Drainage Infrastructure;
 - Civic Roads and Highway Access Points

Including oversight of operational and maintenance matters related to the afore-noted facilities and infrastructure including, but not limited to:

- Coordination and Oversight of Standing External Contractors and Consultants;
- Coordination and Oversight of One-time External Contractors and Consultants;
- Coordination, Supervision and Training of District Employees (Permanent, Temporary and Casual) Conducting Maintenance on the District's Civic Facilities and Infrastructure;
- Liaison with External Agencies Requiring or Requesting Access to the Various Civic Facilities and Infrastructure;
- Small Carpentry Projects;
- Minor Electrical Projects (Certification as may be Required)



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- Repairs and Ongoing Maintenance of the District's Wastewater, Water Treatment and Distribution, and Storm Water Collection Facilities and Infrastructure Including Associated Matters Related to Lakes and Rivers (Certification as may be Required)
 - HVAC Maintenance
 - Civic Roads Maintenance Including Annual Snow Removal
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- As directed by the CAO, and in consultation and coordination with the District's Economic Development Officer, assist with the preparation and submission of grant applications related specifically to the District's facilities, infrastructure and parks;
 - As directed by the CAO, undertake project management responsibilities for select small and medium size District projects related to the District's facilities, infrastructure and parks;
 - Act as principal staff liaison and work with the appropriate external agencies when required to address matters relating to the provision and restoration of services for hydro, cell and internet service to the District;
 - As directed by the CAO, undertake duties related to the District's lands, including parks and other District-owned lands, Crown lands and private property located within the District;
 - As directed by the CAO, undertake duties related to emergency planning and response for the District, including the preparation and ongoing maintenance of the District's formal emergency response plan;
 - As directed and approved by the CAO, prepare regular written reports on the principal activities and projects, including any related budgetary and expenditure recommendations, for those areas of responsibility which fall under the Manager of Facilities, Lands and Infrastructure position, for presentation at Regular Council and Select Committee meetings;
 - Develop and maintain positive external relations and partnerships with Provincial Ministries, Federal Departments, First Nations, educational institutions, local businesses/associations, not-for-profits and other community groups and organizations;
 - Assist the District's Corporate Officer, as may be required from time to time, on the use and scheduling of the District's facilities and parks for events, commercial use, not-for-profit use, and use by the public; and
 - Carry out and perform such other duties as the CAO may assign from time to time.



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PREFERRED QUALIFICATIONS FOR THE MANAGER OF FACILITIES, LANDS AND INFRASTRUCTURE,

- A university degree, Red Seal Certification, professional certification or diploma from a recognized post-secondary institution, in an occupational field considered related to the principal job responsibilities and accountabilities noted above for this position;
- Continuing training or courses that demonstrate ongoing professional development in areas pertinent to the position;
- Progressively responsible experience working in a generally similar role, preferably in a local government environment;
- External contractor and consultant management experience;
- Project management experience; and
- Experience in community and stakeholder engagement.

Subject to any aforementioned duties related to emergency response taking precedence as may be determined by the CAO, the incumbent will be required to attend evening and weekend meetings from time to time.

The District puts a priority on offering a healthy work life balance for its employees, and is prepared to offer a competitive salary commensurate with knowledge and experience, as well as an attractive benefit package including relocation assistance. Interested applicants are invited to submit a letter of interest and resume, by Thursday November 30, 2023 to:

Mayor Ed Coleman, District of Wells
Phone: (250)-991-9034
Email: edcoleman@wells.ca

For more information on the District of Wells and this unique opportunity, please visit www.wells.ca. If you have specific questions regarding the position, you are invited to contact Mayor Coleman directly.