



Manager, Water & Waste Services

Permanent, Full time

Be a part of a successful and growing team! We are currently looking for a Manager to oversee our Water & Waste Services department.

Working for the City of Whitehorse means belonging to a friendly, active and diverse community. When you join our team you will play an integral role in the everyday lives of Whitehorse residents. From parks and recreation to waste collection to transit, our employees contribute to the health and fulfillment of our community. We are proud to provide leadership as one of Canada's best local governments that enables Whitehorse to be an exceptional place to live, work and play.

The City of Whitehorse is an organization that understands the value of its employees and the importance of maintaining a passionate workforce. Employees will enjoy comprehensive benefits including health insurance, sick leave and vacation time.

Find your opportunity here and make a difference in the community today!

Key Job Responsibilities

The incumbent manages, plans, organizes, controls and evaluates activities to ensure the safe, sustainable, reliable and efficient operation of the Water & Waste Services department. Perform at the management level in developing and directing municipal goals, financial and business plans, and strategies to ensure the effective planning and delivery of programs and services.

Specific Tasks Include

- Manage the daily operations of the department's activities in planning and implementing the development and delivery of operations, maintenance to meet municipal water treatment and distribution system, wastewater collection and treatment, storm drainage systems, and waste management systems.
- In collaboration with the management team, direct the review and evaluation of water and sewer activities on an on-going basis and recommend improvement to system policies, standards, processes and facilities.
- Manage and provide leadership in all human resource areas, including recruitment and performance management consistent with collective agreements and city policies.
- Ensure, as reasonably practicable, that all water and waste systems are operated in accordance with regulatory and legislated requirements.
- Manage maintenance activities that include establishing service and priority setting agreements with other departments.

- Ensure, so far as is reasonably practicable, that safety procedures and standards are followed by staff throughout the department.
- Prepare and control the department's annual Capital and Operation and Maintenance four year budgets.
- Draft and process purchasing contracts for equipment, materials, supplies, capital goods and services.
- Participate actively on various joint committees to maintain ongoing relations between management, employees and act as Director, Infrastructure & Operations as assigned.
- Other related duties.

Required Education, Knowledge and Experience

- Degree in a related field.
- Eight years of progressive related experience including at least four years' supervisory experience plus one year on the job training. An equivalent combination of education, training and experience may be considered.
- A proven track record and commitment to safety and environmental procedures and encouraging a safe work environment.
- Excellent management track record with specific accomplishments in directing budgets and strategic planning and to provide effective recommendations as a member of the management team.
- Excellent organizational skills, prioritizing and ability to multitask with minimal supervision.
- Excellent skills relating to communications, team building, liaise with stakeholders, human relations, strategic operational and financial planning, and problem solving.
- Proven written and oral communication skills to develop and present reports, position papers and proposals.
- Ability to foster and maintain effective relationships among peers and/or stakeholders.

An equivalent combination of education, training and experience may be considered.

Working Conditions:

Majority of the work is performed under normal office conditions with frequent internal and external meetings. Approximately 25% of time is spent outside of office for site visits or facility inspections. Frequent exposure to temperature extremes, oil, noise, dirt, odors and fumes and inclement weather during sites visits, facility inspections or after hours call outs requiring the use of appropriate safety equipment. Some physical risk associated with site visits or after-hours call outs (e.g. accessing roofs or confined spaces, electrical shock, etc.).

Salary Range:

\$118,890 - \$133,933/year

Note: This position may be used to recruit for subsequent position in Water & Waste Services.

Only candidates who meet the position requirements with the required valid licenses/certifications/education will be contacted for interviews. Candidates must provide proof of qualifications to be considered for the position.



Job seekers are required to create an online profile and submit their resume electronically through the City's online applicant system via www.whitehorse.ca/careers. Instructions on applications are provided at www.whitehorse.ca/departments/human-resources/how-to-apply.

If you require accommodations, such as wheelchair accessibility or interview materials in a specialized format during the hiring process, please email Human Resources with your specific needs at HR@whitehorse.ca.

The City of Whitehorse is an equal opportunity employer and values diversity and inclusivity.

