



19 – 24 Avenue South
Cranbrook BC V1C 3H8
Phone: (250) 489-2791 or 1-888-478-7335
Fax: (250) 489-3498

March 3, 2025

Employment Opportunity

General Manager of Operations

Cranbrook British Columbia

As a key leader within the RDEK's executive team, the General Manager of Operations plays a pivotal role in shaping the future of the region and its workforce. This forward-thinking leader is responsible for navigating complex challenges, driving innovative initiatives, and advancing the region's engineering and environmental services to meet evolving needs, while also shaping the people and culture of multiple departments to foster collaboration, growth, and excellence.

Reporting directly to the Chief Administrative Officer, the General Manager provides visionary strategic leadership and oversees the day-to-day operations for multiple departments. This senior management role is instrumental in the creation and execution of the RDEK's long-term strategic plan, which spans engineering projects, flood control, utilities, mapping/GIS, solid waste management, parks and trails, recreation, control services, and airport operations. A focus on efficiency, sustainability, and resilience ensures that these services not only meet current demands but are future-ready.

In addition to operational oversight, the General Manager excels in fostering collaboration and communication, engaging with internal teams, elected officials, stakeholders, and the public to ensure alignment with regional priorities. By advising the Chief Administrative Officer and Board of Directors on strategic matters, the General Manager ensures that departmental goals and work plans are executed seamlessly and effectively. Leading a dynamic team of professionals, the ideal candidate will be an innovative, results-driven leader who cultivates a culture of excellence, inspires forward-thinking solutions, and provides high-impact, sustainable public services.

QUALIFICATIONS

- Completion of a degree in Civil Engineering or a related field or diploma in Civil Engineering Technology or related field with professional certification in British Columbia.
- Minimum 7 years' experience in a local government setting with at least 5 of those years in a supervisory or management position or an equivalent combination of education and experience.
- Completion of at least Incident Command System 100 and Emergency Operations Centre Essentials.
- Possession of a valid British Columbia Driver's License.

KEY SKILLS AND ABILITIES

- Thorough knowledge of the administration, maintenance and operation of water and sewer systems.
- Working knowledge of flood mitigation and response and water level control works.
- Thorough knowledge of the administration, maintenance and operation of parks and trails, and solid waste management including landfill and transfer station operations.
- Working knowledge of invasive weed control enforcement programs, mosquito control programs, and small airports.
- Working knowledge of engineering principles related to the design and construction of water, sanitary sewer, storm water drainage, and other utility systems.
- Working knowledge of the operation of personal computers and software, in particular Microsoft Office, in a Windows and network environment.
- Ability to manage projects to ensure objectives, budgets, and timelines are met.



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- Ability to communicate effectively both orally and in writing in the English language and to deal courteously, tactfully and diplomatically with elected officials, contractors, colleagues, employees, and the public.
- Ability to prepare and interpret legislation, bylaws, agreements, and policies associated with Department responsibilities.
- Ability to supervise staff in a way that promotes a healthy work environment.
- Ability to organize work schedule to meet deadlines and priorities.
- Ability to lead others, and proven skills in building organizational capacity.
- Ability to develop and manage budgets including providing strong financial oversight ensuring fiscal and program accountability.

The RDEK offers a great work environment and an attractive total compensation package, which includes a competitive salary, excellent benefits and learning opportunities. This is a permanent, full-time (35 hours per week) exempt position with an annual salary range of \$122,213.00 to \$163,927.40, with up to an additional 180 hours of compensation annually (\$134,300 to \$180,140.00). This position is based out of our Cranbrook Office. If you are interested in joining an organization with a reputation of being a great place to work, and you possess the necessary qualifications and experience, we invite you to submit a resume and cover letter, with references, no later than Friday, March 21, 2025 at 4:30 PM to:

Human Resources Department
Email: hr@rdek.bc.ca [MS Word format or PDF]
Please quote: 2025-07

Information on our organization and a copy of the complete job description is available on the RDEK website (www.rdek.bc.ca/careers). We thank all candidates for their interest, however, only those selected for interviews will be contacted.