



Central Coast
REGIONAL DISTRICT
That we may be good people together

CENTRAL COAST REGIONAL DISTRICT

Job Opportunity

Operations Technician

Bella Coola, BC

Full-time, permanent

35 hrs/week

\$70,000 – \$75,000 annually (commensurate on education and experience)

Generous benefit package including extended health and municipal pension

Overview

The Central Coast Regional District is seeking an intelligent, hardworking, and ambitious individual to join our team in delivering civic services to communities throughout the central coast including Ocean Falls, Denny Island and Bella Coola and working collaboratively with the Nuxalk Nation, Wuikinuxv Nation (Rivers Inlet) and Heiltsuk Nation (Bella Bella) in the delivery of regional services. Our mission is to foster the sustainable socioeconomic and environmental well-being of the central coast through the professional and efficient delivery of mandated regional and community services.

The Central Coast Regional District currently operates 24 concurrent services and is delivering several infrastructure and other special projects throughout a geographical terrain that includes ocean bound communities, pristine rainforest, and encompasses some 24,000 km². Reporting to the Board of Directors which consists of 5 electoral area directors, the CAO heads the organization with a small but dedicated team of managers, staff and contractors who collectively provide service delivery.

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Description

Reporting to the Operations Manager, the Operations Technician performs a range of office and field tasks to support public works operational activities and capital project initiatives across the full scope of regional district services. This position provides support to the Operations Department to meet service expectations. The Operations Technician will also assist with organizational strategic priorities as determined by the CAO.

Responsibilities

- Assists the Operations Manager in a range of project management work including design review, document preparation, specifications, contract administration, project closeouts, cost estimates, scheduling, project analysis and inspections.
- Provides technical work guidance/information sharing to other staff/volunteers as to the design, tender, construction and monitoring of capital projects and maintenance programs related to critical community infrastructure including water treatment and distribution, airport projects, solid waste, fire protection and recreation.
- Assists with coordinating maintenance/repair activities at CCRD facilities.
- Liaises with various regulatory agencies regarding CCRD infrastructure and operations.
- Assists CCRD management in engaging with First Nations, communities, stakeholders, and constituents.
- Prepares reports on CCRD operational matters.
- Assists with budgeting/costing.
- Participates in operation of CCRD water systems.
- Assists Operations Manager in surveying, construction site layout and direction of construction activities.
- Engages and coordinates with recycling/landfill staff, contractors and stewardship programs to improve service delivery.
- Responsible for updating the Airport Operations Manual, Wildlife Management Plan, Emergency Response Plan, and other documentation required under the Canadian Aviation Regulation.
- Implements and updates the Safety Management System (SMS) Manual, including as necessary internal training of staff, external training coordination/participation.

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- Completes internal quality assurance audit of airport operations as per the SMS Manual and coordinates external audit.
- Assists with review and compliance of Transport Canada regulations, advisory circulars and Nav Canada.
- Assists with completion of hazard reports, risk management assessments, investigation reports, development of corrective action plans for those services requiring legislative compliance reporting.
- Assists with coordinating annual emergency response tabletop exercise and full-scale exercises for those services requiring service specific emergency response plans.
- Assists with other emergency operations response when required.

Education and Experience:

- Completion of a Civil Engineering Technologist Diploma from a recognized institution, with preference given to a bachelor degree. Consideration will be given to post-secondary education in a related field.
- Preference given to an applicant that is accredited, or eligible for certification, as an Applied Science Technologist in the field of Civil Engineering Technology or an engineer in training certification.
- Two (2) years of related technical experience in local government operations, civil contract administration, project management, and public works, with preference given to experience in airport management, recreation facility maintenance, solid waste, and water systems.
- Consideration may be given to an equivalent amount of education and experience.

Knowledge, Skills and Abilities:

- Ability to learn and work independently, and problem solve.
- Ability to work and function as part of a team.
- Sound working knowledge of engineering, construction, budgeting, and costing procedures.

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- Ability to interpret and comprehend engineering design plans, contracts, and project specifications.
- Ability to interpret and apply standard engineering guidelines such as technical manuals, codes, and regulations, contracting policies, safety regulations, bylaws, and policies.
- Effective interpersonal skills and ability to build and maintain effective, respectful, and professional working relationships with internal and external contacts, and to effectively interact with the public in a tactful manner.
- Ability to navigate permitting and regulatory government agencies with effectiveness.
- Ability to plan, coordinate and implement maintenance programs.
- Ability to write concise, clear technical documents and reports.
- Knowledge of local government organizations and operations.
- Thorough knowledge and proficiency in the operation of personal computers and software and knowledge of office practices, procedures and equipment required to produce publishable reports and documents.
- Ability to analyze and work with data in MS Excel and thorough working knowledge of MS Word and PowerPoint.
- Ability to communicate effectively both orally and in writing, and to deal courteously, tactfully and diplomatically with elected officials, other staff, government agencies, volunteers, contractors and constituents.
- Ability to coordinate and manage projects involving multiple departments and agencies.
- Flexibility to attend evening and weekend meetings or other events, as required, and to work additional hours (evenings and weekends) from time to time, as required.
- Ability to organize work schedule to meet deadlines and priorities.
- Participation in periods of strenuous outdoor physical work, associated with field activities, often in inclement weather conditions.

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- Flexibility to travel out of town to attend remote work sites, meetings or for professional development. Flying in helicopters and small fixed wing aircraft is required from time to time, as is travel by water taxi.
- Valid Class 5 BC Driver's license or equivalent.
- Eligible to work in Canada.

Application Deadline: Tuesday May 25, 2021

Please apply by submitting a resume and cover letter.

Attention: Hiring Committee
Central Coast Regional District
PO Box 186
Bella Coola, BC
V0T 1C0

Or by email:
Subject line: Operations Technician
ea@ccrd.ca.

Please call 250-799-5291 if you wish to drop off your application at the main office to arrange a time.