



## EXTERNAL JOB POSTING

### Manager of Operations

**Department:** Operations

**Status:** Permanent Full-Time / 35 hrs. per week

**Posting Date:** Wednesday, April 22, 2026

**Posting Number:** 202604-02

**Posting Type:** External – Management Exempt

**Salary Range:** \$90,000 – \$110,000 per annum (commensurate with experience and qualifications)

#### Position Overview

- The Regional District of Mount Waddington (RDMW) is seeking an experienced, decisive, and community-driven operations leader to serve as Manager of Operations, reporting directly to the Chief Administrative Officer (CAO).
- This permanent, full-time management exempt position carries broad executive responsibility for the planning, delivery, and oversight of the RDMW's entire operational infrastructure portfolio, including a regional Solid Waste and Recycling Centre, landfill, and multiple transfer stations; water and wastewater systems; roads and transportation; municipal facilities and buildings; fire protection services; and fleet management.
- The Manager of Operations leads capital project planning and delivery, develops and manages multi-year asset management strategies, and provides senior-level oversight of departmental operating and capital budgets.
- The position carries direct reports including the Operations Project Manager, Operations Technician, and Solid Waste Operations Supervisor, with overall supervision of a team of 8–12 operational staff.
- The Manager of Operations represents the RDMW in high-stakes relationships with the Regional District Board, First Nations governments, provincial ministries, federal agencies, private industry, and contractors.

#### Key Responsibilities

##### *Solid Waste, Recycling & Environmental Services*

- Oversee the day-to-day and strategic operation of the RDMW Solid Waste and Recycling Centre, regional landfill, and multiple transfer stations across the region.
- Ensure regulatory compliance with the Environmental Management Act, BC Reg. 63/88 (Landfill Criteria), and related Ministry of Environment approvals and permit conditions.
- Manage contracts, operational staff, and service standards across all solid waste facilities and collection programs.
- Lead long-range planning for landfill capacity, waste diversion targets, and infrastructure upgrades in alignment with the RDMW's Solid Waste Management Plan.
- Liaise with the Ministry of Environment and Climate Change Strategy on environmental monitoring, reporting, and compliance obligations

### *Infrastructure Planning, Capital Projects & Asset Management*

- Lead planning, procurement, tendering, and delivery of capital infrastructure projects including roads, drainage, utilities, facilities, and solid waste infrastructure.
- Develop and maintain a comprehensive asset management program covering the full lifecycle of RDMW infrastructure assets.
- Prepare capital plans, business cases, and technical reports for Board consideration and funding applications.
- Oversee consultant and contractor performance, contract administration, and project close-out across concurrent capital programs.
- Secure and steward infrastructure funding from UBCM, FCM, ICIP, CleanBC, and other provincial and federal programs.

### *Multi-Service Operational Portfolio*

- Provide strategic and operational oversight for water treatment and distribution systems and wastewater collection and treatment, including all related regulatory compliance.
- Oversee roads and transportation infrastructure maintenance and improvement programs across the regional footprint.
- Manage municipal facilities and buildings including maintenance programs, safety compliance, and capital renewal planning.
- Oversee fire protection services in coordination with local fire departments and community commissions.
- Administer the RDMW fleet management program including procurement, maintenance scheduling, and lifecycle planning.

### *Financial Stewardship & Budget Management*

- Develop, present, and manage departmental operating and capital budgets with full accountability to the CAO and Board.
- Monitor expenditures, identify variances, and implement cost-control measures while maintaining service levels.
- Support long-term financial planning for infrastructure renewal and operational sustainability.
- Manage procurement in compliance with RDMW purchasing policies and applicable public sector requirements.

### *Board, Intergovernmental & Stakeholder Relations*

- Prepare and present clear, professional reports, briefings, and recommendations to the Regional District Board and its committees.
- Navigate the governance dynamics of a Regional Board environment with professionalism, discretion, and sound judgment.
- Build and sustain productive working relationships with First Nations governments and organizations, ensuring meaningful consultation and collaboration in service delivery and infrastructure planning.
- Liaise effectively with provincial ministries, federal agencies, private industry, contractors, utilities, and community stakeholders.
- Represent the RDMW at public meetings, community consultations, and intergovernmental forums.
- Engage with Local Community Commissions and advisory bodies on operational and service matters.

### *Team Leadership & Organizational Development*

- Provide direct leadership to the Operations Project Manager, Operations Technician, and Solid Waste Operations Supervisor, and overall oversight of a team of 8–12 staff.
- Foster a workplace culture grounded in safety, accountability, service excellence, and continuous improvement.
- Provide coaching, performance management, and professional development support to direct reports.
- Recommend and implement organizational structures, staffing models, and succession strategies aligned with RDMW priorities.
- Ensure rigorous adherence to OHS legislation, emergency response plans, and workplace safety programs across all operational areas.

### **Core Competencies**

- Accountability • Integrity • Professionalism • Collaboration • Communication • Service Excellence
- Role-Specific: Infrastructure & Asset Management • Capital Project Delivery • Regulatory Compliance • Stakeholder & Intergovernmental Relations • Team Leadership • Financial Stewardship • Environmental Stewardship

### **Qualifications**

#### *Education*

- Bachelor's degree in Civil Engineering, Environmental Engineering, Public Administration, or a closely related technical or management discipline.
- An equivalent combination of education and directly relevant senior-level experience will be considered.

#### *Professional Designation*

- Registration as a Professional Engineer (P.Eng) with Engineers and Geoscientists BC (EGBC) is strongly preferred.
- Registration as an Applied Science Technologist (AScT) with ASTTBC, or an equivalent designation, will be considered.
- Candidates without a formal designation but with compelling senior operational leadership experience in a comparable public sector environment are encouraged to apply.

#### *Experience — Required*

- Minimum 5 years of progressively responsible experience in infrastructure or operations management, with at least 2 years at a senior leadership level within a municipal, regional district, or comparable public sector organization.
- Demonstrated experience overseeing solid waste operations including landfills, transfer stations, and/or recycling programs, with working knowledge of applicable environmental regulations.
- Proven track record planning, procuring, and delivering capital infrastructure projects on time and on budget.
- Experience developing and managing multi-year asset management plans and operating/capital budgets.
- Experience directly supervising and developing teams of 8 or more operational and technical staff.
- Demonstrated ability to prepare and present reports and recommendations to an elected board or equivalent governance body.
- Valid BC Class 5 driver's licence.

### *Experience — Preferred Assets*

- Experience working within a Regional District or similar multi-service local government organization in BC.
- Direct experience engaging with First Nations governments in a government-to-government or service delivery context.
- Familiarity with the Local Government Act, Community Charter, Environmental Management Act, Drinking Water Protection Act, Workers Compensation Act, and related BC legislation.
- Knowledge of public infrastructure funding mechanisms: UBCM, FCM, ICIP, CleanBC, and provincial and federal grant programs.
- Experience navigating intergovernmental relationships with provincial ministries and federal agencies.
- Experience working in remote, rural, or northern service delivery environments.

### *Certifications — Considered Assets*

- PMP – Project Management Professional
- CAMA – Certified Asset Management Professional (IPWEA/CNAM)
- SWANA – Manager of Landfill Operations (MOLO) or Manager of Transfer Station Systems
- ENV SP – Envision Sustainability Professional
- CPWA – Certified Public Works Administrator
- CRSP – Canadian Registered Safety Professional
- SCMP – Supply Chain Management Professional

## **Application Process**

Please send your resume and cover letter combined by email with the subject “**Manager of Operations**” to:

**Cameron Neil**

**HR Advisor**

**Regional District of Mount Waddington**

**PO Box 729, 2044 McNeill Road, Port McNeill, BC V0N 2R0**

**Phone: 250-974-4025**

**Email: [cneil@rdmw.bc.ca](mailto:cneil@rdmw.bc.ca)**

Your cover letter should be addressed to **David Kim, Chief Administrative Officer**

Applications will be reviewed on a rolling basis. We thank all applicants for their interest; only those selected for an interview will be contacted.