



## EXTERNAL JOB POSTING

### Operations Project Manager

**Department:** Operations

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

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

**Posting Number:** 202604-01

**Posting Type:** External – Management Exempt

**Salary Range:** \$70,000 – \$80,000 per annum (commensurate with experience and qualifications)

#### Position Overview

- The Regional District of Mount Waddington (RDMW) is seeking a skilled, self-directed, and field-ready project leader to serve as Operations Project Manager — a key management exempt position reporting directly to the Manager of Operations.
- In addition to leading capital project and operational delivery, the Operations Project Manager serves as the designated acting authority for the Manager of Operations in their absence, requiring sound judgment, broad operational knowledge, and the ability to represent the department at a senior level when required.
- This is a field-forward, office-supported leadership role responsible for planning, executing, and supervising capital infrastructure projects and essential operational services across water, wastewater, solid waste, fire protection, transportation, and municipal facilities.
- The Operations Project Manager works directly with frontline staff, consultants, contractors, and community stakeholders, and plays a critical role in ensuring operational safety, service continuity, and long-term infrastructure sustainability across the RDMW's remote and rural service area.

#### Key Responsibilities

##### *Capital & Operational Project Delivery*

- Lead the planning, procurement, execution, and close-out of capital projects across water treatment and distribution, wastewater, solid waste, fire protection, transportation, and municipal facility infrastructure.
- Conduct site inspections, direct consultants and contractors, and manage project timelines, milestones, and deliverables.
- Develop business cases, operational reviews, and project recommendations for the Manager of Operations and Board consideration.
- Maintain accurate project documentation, reporting, and records in compliance with RDMW standards and funding requirements.
- Support the preparation and submission of infrastructure funding applications to UBCM, FCM, ICIP, CleanBC, and other programs.

### *Acting Designate Responsibilities*

- Serve as the acting Manager of Operations in their absence, assuming decision-making authority and departmental leadership responsibilities as required.
- Represent the RDMW in operational and stakeholder matters, including engagement with community commissions, contractors, and provincial contacts, during acting periods.
- Maintain working familiarity with all active departmental files, capital programs, regulatory obligations, and staff matters to ensure seamless continuity of operations.

### *People & Contractor Management*

- Supervise operations staff and provide day-to-day direction, performance support, and health and safety oversight.
- Provide clear guidance to contractors and consultants, ensuring all work aligns with RDMW policy, safety standards, and regulatory requirements.
- Support recruitment, onboarding, and professional development of operational staff as directed by the Manager of Operations.

### *Financial & Contract Oversight*

- Prepare project budgets and monitor expenditures against approved funding; escalate variances and recommend cost-control measures.
- Lead competitive procurement processes including tendering, evaluation, and contract award in compliance with RDMW purchasing policies.
- Manage contract performance and administer post-award compliance through to project close-out.

### *Policy, Compliance & Risk Management*

- Ensure due diligence, regulatory compliance, and risk mitigation across all operational and project activities.
- Contribute to the development and maintenance of operational policies, safe work procedures, and emergency response plans.
- Monitor legislative and regulatory changes relevant to RDMW infrastructure and service delivery obligations.

### *Stakeholder & Community Engagement*

- Respond to internal and public inquiries, service requests, and complaints professionally and in a timely manner.
- Engage respectfully with Indigenous communities, local commissions, and regional partners on matters related to infrastructure and service delivery.
- Represent the RDMW on regional committees and intergovernmental working groups as directed by the Manager of Operations.

## **Core Competencies**

Accountability • Integrity • Professionalism • Collaboration • Communication • Service Excellence  
Role-Specific: Capital Project Management • Infrastructure & Asset Knowledge • Contractor & Contract Management • Regulatory Compliance • Financial Oversight • Community & Stakeholder Engagement

## Qualifications

### *Education*

- University degree in Civil Engineering, Environmental Sciences, Public Administration, Project Management, or a related discipline.
- An equivalent combination of education and directly relevant experience in public sector infrastructure or operations management will be considered.

### *Experience — Required*

- Minimum 3 years of progressively responsible experience in infrastructure or operational project management, preferably within a municipal, regional district, or comparable public sector environment.
- Demonstrated experience managing capital projects from planning through to delivery, including procurement, contractor oversight, and budget management.
- Experience supervising operational or technical staff and managing contractors in a field-based environment.
- Ability to work independently and exercise sound judgment in remote, field, and time-sensitive situations.
- Valid BC Class 5 driver's licence with a clean driver's abstract.
- Strong working knowledge of construction principles, asset management, and utility systems.

### *Experience — Preferred Assets*

- Experience working within a Regional District or similar multi-service local government setting in BC.
- Familiarity with applicable BC legislation including the Local Government Act, Environmental Management Act, Drinking Water Protection Act, and Workers Compensation Act.
- Experience engaging with First Nations communities or governments in a service delivery or project context.
- Knowledge of public infrastructure funding programs: UBCM, FCM, ICIP, CleanBC, and related provincial and federal grants.
- Experience in remote, rural, or northern service delivery environments.

### *Certifications — Considered Assets*

- PMP – Project Management Professional
- P.Eng. – Professional Engineer (EGBC)
- AScT / CET – Applied Science Technologist or Certified Engineering Technologist (ASTTBC)
- CRSP – Canadian Registered Safety Professional
- EP – Environmental Professional
- SWANA – Landfill Operations or Transfer Station Systems certification

## What We're Looking For

The ideal candidate is results-oriented, technically grounded, and comfortable leading in the field as readily as they are presenting in a boardroom. You bring professional integrity, a collaborative mindset, and the confidence to step into a senior acting role when called upon. You are comfortable:

- Leading complex infrastructure projects from planning through to delivery in a remote, multi-community setting
- Stepping into the Manager of Operations role and making sound, independent decisions when required
- Communicating clearly and diplomatically with contractors, regulators, community members, and elected officials

- Attending field sites across varied terrain and weather conditions throughout the RDMW's service area
- Working independently and under pressure without compromising safety or service standards
- Navigating regulatory frameworks and maintaining a safety-first operational culture

## **Application Process**

Please send your resume and cover letter combined by email with the subject “**Operations Project Manager**” 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.