



## Village of Belcarra Public Works & Emergency Preparedness Coordinator



The Village of Belcarra is seeking applications for the full-time, exempt position of Public Works & Emergency Preparedness Coordinator. Reporting to the Chief Administrative Officer, the successful candidate will oversee the safe and efficient delivery of a range of services related to the operations of the Village, including the oversight of public works with hands on responsibility, the municipal water supply and distribution system, emergency preparedness coordination, plus the enforcement of municipal bylaws.

### **The Place**

The Village of Belcarra has 700 residents and is located on the scenic Indian Arm fjord within Metro Vancouver, a short 10-minute drive to Port Moody, where there are numerous commercial and transit services including the Evergreen SkyTrain extension, and a 45-minute drive from downtown Vancouver.

### **Duties and Responsibilities**

Reporting to the Chief Administrative Officer, this is a supervisory work position participating in and directing the work of a small sized group of Public Works staff. In addition, the Public Works Coordinator is responsible for ensuring that transportation and required resources are available and that all safety standards and traffic control standards are met. The work of this position is distinguished from that of Public Works staff by the supervisory responsibility and assists Public Works staff in a “hands on” capacity. The position provides work of a technical nature involving working with Water Operators in the oversight of the municipal water supply and distribution system.

This position is responsible for the emergency program function in conjunction with external consultants and agencies. Self motivation is required and an energetic individual with related experience or education in Emergency Preparedness Coordination such as an Emergency Management Certificate with 2 years related experience preferably with some time in a local government setting. Knowledge of the BC Emergency Management System and Incident Command System is an asset. Good interpersonal and communication skills and experience in working with volunteer groups.

### **SKILLS AND EXPERIENCE**

The ideal candidate will have:

- Thorough knowledge of public works methods, practices, materials, and equipment applicable to the work performed and supervised.
- Considerable knowledge of the bylaws, statutes and applicable regulations related to licensing, refuse, parking and noise.
- Considerable knowledge of Provincial and Federal legislation and regulations with respect to the management and operation of a drinking water supply system and Emergency Preparedness.
- A minimum of five years related experience.

### **REQUIRED and / or PREFERRED CERTIFICATES**

- Water Operator Level 1 Certification (EOCP).
- Bylaw Enforcement and Investigation Certification Level 1.
- Emergency Management Certificate

The position is based on a 37.5 hour work week with alternating standby time with Public Works staff. The successful applicant may be required to occasionally attend evening meetings.

All responses are appreciated, but only those selected for follow-up will be contacted.

If your qualifications, prior experience and skills make you a good fit for this position, please send your resume, including three references, and a cover letter by October 25, 2019 to:

Lorna Dysart, Chief Administrative Officer, [ldysart@belcarra.ca](mailto:ldysart@belcarra.ca), Village of Belcarra,  
4084 Bedwell Bay Road, Belcarra, BC, V3H 4P8 Tel: (604) 937-4100 [www.belcarra.ca](http://www.belcarra.ca)