

DEPARTMENT:	<i>Electrical Operations</i>	STATUS:	<i>Full time</i>
NO. OF POSITIONS:	<i>One</i>	UNION:	<i>Exempt</i>
HOURS OF WORK:	<i>37.5 hours per week*</i>	SALARY:	<i>\$130,412 to \$143,698 annually plus benefits</i>

The City of New Westminster is seeking a Manager, Electrical Operations to plan, organize, direct, and coordinate the activities of electric distribution operations within the Electric Utility Department. Responsibilities include the installation, construction, operation and maintenance of the electric utility distribution system to include substations, warehousing, and metering; to coordinate operation and maintenance activities with other sections, divisions, departments or outside agencies and utilities; and to provide highly responsible technical support to the Electric Utility General Manager.

Key Responsibilities:

- Develop and implement divisional goals, objectives, policies, procedures and metrics.
- Plan, organize and direct Electric Operations activities including line crew, field service.
- Direct, oversee and participate in the development of the Electric Operations work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Prepare the Electric Operations budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget and provide regular updates to the GM.
- Review project plans and drawings with supervisors and other staff as appropriate; recommend changes based on field observations and operational requirements; provide technical expertise, advice and assistance as required.
- Oversee local, provincial and federal regulatory compliance activities related to area of assignment.
- Manage assets utilizing the electrical Management Maintenance System.
- Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Organize, implement and direct distribution operations and activities, while maintaining a successful culture of safety and compliance.
- Remain up to date with industry standards and practices including but not limited to safety protocols.
- Communicate clearly and concisely, both orally and in writing with various internal and external stakeholders .
- Develop and support individual development plans to ensure all direct reports are being supported in their career growth.
- Act as the PIC (“Person In Charge”) regarding the entire grid and the first point of contact for BC Hydro.

Key Requirements include:

- Knowledge of the principles and practices of electrical theory as applied to electrical circuits and wiring systems.
- Knowledge of the methods, equipment, tools and materials used in electrical underground, overhead, metering or substation construction, maintenance, or repair work.
- Knowledge of the pertinent local, Provincial, Federal rules, regulations and laws.
- Five years of increasingly responsible experience in electrical systems construction, maintenance and repair work; including two years of supervisory responsibility.
- Eight years of applicable electric utility distribution experience
- Certificate Red Seal Power Line Technician
- Valid Class 5 BC driver’s license is required.

Apply by sending your **cover letter and resume in one document** quoting the competition number, by January 24, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #22-03.**

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada.