



# qathet REGIONAL DISTRICT

Located approximately 175 km north of Vancouver on the Salish Sea, the qathet Regional District is home to over 20,000 people. The majestic coastal firs and mountain wilderness play as a backdrop to a vibrant and multi-faceted coastal community. The area boasts a multitude of festivals and various opportunities to partake in or enjoy fine arts, music and theatre. There is also an abundance of sport and outdoor recreation opportunities from hiking, cycling, engine-powered trailing, horseback riding, hunting, as well as deep sea or inland lake fishing. The community has a fantastic education system and facilities for education, recreation and the arts which are second to none.

A pivotal leadership role in planning, organizing and directing capital assets and strategic planning is available as:

## **MANAGER OF ASSET MANAGEMENT & STRATEGIC INITIATIVES**

Are you a professional that is passionate about public service and contributing to your community? Do you thrive in a fast-paced environment, where constant improvement and transition is the norm? We require an experienced, professional individual to oversee all activities within the scope of asset management.

You will contribute to annual budgeting forecasting with regard to capital projects and asset maintenance/upgrades. The position covers a wide range of duties related to capital assets, natural assets, mapping and inventorying them, as well as project management/oversight.

Adept at providing guidance and leading others, you will oversee a number of staff and contractual workers in providing regional services to our residents. You will also play a significant role in developing the annual work plans and budgets for the department as well as compiling related performance projections and reports. You will demonstrate a strong emphasis on communications and financial accountability.

Comfortable in a public forum, you will represent the department at Board meetings, participate in Board Committee meetings and be a part of the management team that carries out the overall Board policy direction. Meeting with colleagues from neighboring local governments and at the regional level to exchange information and to provide input into joint issues will also be required.

The qathet Regional District offers a competitive wage and benefit package.

Closing date is July 8, 2022.

Interested candidates are requested to forward their covering letter and résumé either by mail, fax or email, marked “Confidential”, to the attention of:

**Al Radke, BSBA, CLGM**  
**Chief Administrative Officer**  
**qathet Regional District**  
**#202 – 4675 Marine Avenue**  
**Powell River, BC V8A 2L2**  
**Fax: (604) 485-2216**  
**[employment@qathet.ca](mailto:employment@qathet.ca)**

All applicants are thanked for their interest and advised that only those candidates selected for an interview will be contacted.



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## Job Description Manager of Asset Management & Strategic Initiatives

<b>Department</b>	Asset Management and Strategic Initiatives
<b>Reports To</b>	Chief Administrative Officer (CAO)
<b>Job Description Approval Date</b>	August 10, 2017
<b>Job Description Approved By</b>	Al Radke

### **POSITION & DEPARTMENT SUMMARY:**

The Manager of Asset Management & Strategic Initiatives is a senior management position accountable for leading and managing the Asset Management & Strategic Initiatives Department.

Under the direction of the Chief Administrative Officer (CAO), the Manager of Asset Management & Strategic Initiatives leads the provision of asset management, capital project delivery, technical services, and strategic initiatives related to public education and awareness. The Manager of Asset Management & Strategic Initiatives also oversees airport management.

The Manager of Asset Management & Strategic Initiatives serves as a key advisor to the Chief Administrative Officer (CAO), the Regional District Board, the Committees of the Board and Commissions, and other advisory or ad hoc committees as designated by the CAO. The Manager of Asset Management & Strategic Initiatives is instrumental in leading strategic initiatives related to activities required to achieve desired goals and expectations regarding infrastructure and community services provided by the Regional District.

The Asset Management & Strategic Initiatives Department is primarily accountable for the Regional District's Asset Management Program and for Capital Project Delivery and Disposal services. The Department is accountable for forecasting and planning for future infrastructure needs and developing and implementing strategies to meet identified needs. Analytical-related services specific to risk management are provided to assist in determining optimum operations, maintenance and renewal practices associated with asset management to ensure sustainable service delivery, as per established levels of services. Outcomes of activities supports both governance and operational excellence, and influences policy, standards and program development. The Department also establishes and maintains construction engineering standards and specifications to be adopted for Regional District capital and disposal projects, as per industry and legislative requirements.

The Technical Services Division supports the technical and administrative requirements of the Department. The Division is accountable for maintaining data within the Regional District's asset management application (i.e. AssetFinda), as well as developing and maintaining the Regional District's Geospatial Information System and geodatabases. The Division also provides corporate-wide technical services to support Regional District day-to-day operations and activities (e.g. IT systems, software applications, end-user technical support, mapping services). The mandate of the Department is also achieved through the engagement of external service providers, namely consultants reporting directly to the Manager of Asset Management & Strategic Initiatives and/or his/her designate.

As a member of the senior management team, the Manager of Asset Management & Strategic Initiatives is accountable for preparing various Board reports and presentations, as per organizational standards. Reports are required to support Regional District Board decision-making, and to ensure the Board is kept abreast of matters of interest to the Board, as well as progress toward the achievement of strategic goals.

Senior management is required to be knowledgeable of the Regional District's parliamentary procedures as attendance at Board meetings, and assigned Board Committee and Commission meetings, is a requirement of the position. Senior management is also accountable for stakeholder and public relations. Involvement in stakeholder and public engagement processes varies from department to department. Maintaining knowledge of corporate communications, and public relations and engagement policies and protocols, is a requirement of the position.

To ensure the achievement of the Department's mandate, the Manager of Asset Management & Strategic Initiatives is required to demonstrate effective leadership and sound core managerial skills within both a unionized and contract work environment.

## **KEY DUTIES AND RESPONSIBILITIES**

### **Asset Management Program**

The Manager of Asset Management & Strategic Initiatives is accountable for managing the development and implementation of the Regional District's Annual Asset Management Program.

1. Maintains knowledge of Local Government/municipal asset management legislative requirements, methodologies and best practices. Serves as a resident expert and advisor to the Chief Administrative Officer (CAO) and the Regional District Board. Provides leadership, expertise and guidance related to:
  - a. Understanding and applying applicable legislative requirements to ensure compliance
  - b. Developing and maintaining the Regional District's Asset Management Policies
  - c. Determining long-term infrastructure capital plans based on Asset Management Plans for Regional District Services/assets

- d. Vetting proposed annual capital budgets associated with the Proposed Annual Capital Projects List
  - e. Facilitating the establishment and maintenance of Board approved levels of services
  - f. Communicating the importance of sustainable asset management stewardship and fiduciary requirements to Regional District electorate
  - g. Facilitating long-term financial planning (in collaboration with the Manager of Financial Services)
  - h. Applying for infrastructure grants
2. Coordinates and facilitates the organization's internal Asset Management Working Group, as per established Terms of Reference and the Regional District's Asset Management policy. Leads/facilitates and manages activities related to:
- a. Developing, implementing, and evaluating standards and methodologies to guide asset management practices adopted by the Regional District
  - b. Ensuring the efficient implementation and utilization of Asset Management program application(s) (e.g. AssetFinda) adopted by the Regional District
  - c. Establishing quality control standards and guidelines, as per industry best practices, pertaining to the efficient collection and processing of current and historical data required to support the Regional District's Asset Management Program; and ensuring organizational compliance
  - d. Developing and implementing organization-wide data collection systems, including recording of works resulting from operations and maintenance activities, and works associated with contributed assets
  - e. Developing the Annual Asset Management Strategy based on Annual Asset Management Plans developed for each Regional District Service, the Regional District's Official Community Plan, Master Plans, and Board strategic priorities
  - f. Determining projects for inclusion in the Proposed Annual Capital Projects Lists for consideration by the Chief Administrative Officer (CAO) and the Regional District Board
  - g. Addressing changes to established levels of services
  - h. Developing and maintaining long-term financial plans
  - i. Identifying and coordinating asset management related training opportunities for personnel and Board members
  - j. Reviewing ongoing asset management activities to ensure organizational quality control and to identify opportunities for continuous improvements
  - k. Preparing reports pertaining to asset management initiatives and progress toward the achievement of goals

3. Develops and manages Annual Asset Management Program Work Plans in collaboration with the Manager of Technical Services to ensure annual asset management objectives are achieved. Ensures required resources are secured to support approved Annual Work Plans. Ensures annual objectives are met through the effective delegation, coordination, and management of functions pertaining to the continuum of asset management practices. Functions relate to:
  - a. Identifying and maintaining asset inventories
  - b. Performing condition assessments
  - c. Performing risk assessments and determining projected life-cycles
  - d. Identifying and collecting Financial Lifecycle Standard data to assist with determining asset replacement costs
  - e. Ensuring physical and financial attributes are known for each asset class associated with each Regional District Service
  - f. Maintaining asset registers
  - g. Ensuring integrity of data collection, processing and storage/records management
  - h. Developing Annual Asset Management Plans (AssetFinda Reports) for assets within each Regional District Service
4. Ensures Asset Management Plans are in place, as per established criteria and timelines, to support annual decision-making processes associated with determining the Regional District's Annual Asset Management Strategy and associated Approved Projects List (i.e. capital renewal, upgrades, new, and disposal projects).
5. Facilitates the establishment of standards and guidelines pertaining to Planned Maintenance Programs. Ensures the processing of asset management data pertaining to ongoing maintenance inspection and maintenance records. Collaborates with department/division managers and supervisors across the organization to ensure Planned Maintenance Program objectives are met.
6. Ensures infrastructure information records management system and practices are in accordance with the Records Information Management (RIM) Program adopted by the Regional District (i.e. Local Government Management Association (LGMA) Model Classification and Retention Schedule). Ensures personnel can readily access accurate, complete, and reliable infrastructure data electronically to support daily operational and planning activities.

### **Capital Project Delivery**

The Manager of Asset Management & Strategic Initiatives is accountable for managing and administering the delivery of the Regional District's Annual Capital Program. Capital renewal, upgrades, new, and disposal projects, are defined as per established organizational project management guidelines set forth in the Regional District's Asset Management Program.

7. Maintains knowledge of capital project management best practices. Coordinates project management related training opportunities for Department personnel.
8. Oversees the development and maintenance of Engineering Standards and Specifications bylaws and policies to guide construction of Regional District capital projects, as per provincial codes and best practices.
9. Manages the preparation of the Proposed Annual Capital Projects List for consideration by the Regional District's Asset Management Working Group and Chief Administrative Officer (CAO). Ensures proposed projects are based on Asset Management Plans developed for each asset class/Service and sound analysis. Ensures project selection rationale and accurate preliminary cost estimates are submitted for each project.
10. Maintains knowledge of local, regional and provincial construction market costs, and costs related to consultant services. Coordinates annual budget proposals to support proposed Annual Capital Project List for consideration by the Regional District Board. Develops/coordinates Annual Capital Project Delivery Engineering detailed plans and cost estimates related to capital renewal, upgrades, new, and disposal projects, as per the Board approved Annual Capital Projects List.
11. Prepares Request for Proposal scopes and terms of references for consultant engagements regarding preliminary and detailed project designs. Oversees the development of preliminary and detailed project designs provided by third party consultants.
12. Secures the services of external Contract Administrators (CA) to manage projects on behalf of the Regional District. Serves as a Contract Administrator, as directed by the Chief Administrative Officer (CAO) or the Regional District Board.
13. Secures the services of consultants in collaboration with Financial Services and Administrative Services personnel, as per the Regional District's contract management bylaws, policies and procedures. Conducts consultant project orientation sessions. Ensures roles and responsibilities of consultants and the Regional District are clearly identified and communicated. Manages/administers consultant contracts to ensure contract deliverables are met.
14. Coordinates the preparation of Contractor tender packages based on approved detailed design drawings, specifications, Schedule of Quantities, and construction schedules. Coordinates tender processes, bid evaluations, and awarding of contracts in consultation with Financial Services and Administrative Services personnel, as per Regional District procurement and contract management bylaws and policies. Ensures required Contractor documentation is in place prior to issuance of Notice to Proceed. Arranges for Contractor payments, as per contract terms.

15. Coordinates required referrals and approvals regarding external utilities and approving authorities' consultation requirements. Ensures required permits and approvals are obtained for construction of projects. Ensures construction sites are monitored to ensure adherence to permits and conditions of approval.
16. Coordinates required studies identified by referral agencies or the Regional District Board. Develops Study Terms of References.
17. Coordinates public engagement activities associated with capital projects, as directed by the Chief Administrative Officer (CAO) and the Regional District Board. Ensures public engagement opportunities are in accordance with corporate communications and public engagement policy.
18. Coordinates pre-construction planning and meetings. Coordinates the issuance of Issued for Construction (IFC) Drawings and project permits. Coordinates the issuance of Public Notices prior to construction activities.
19. Facilitates the set up of required accounting and project cost tracking documentation with Financial Services personnel for each capital project. Ensures required Builders Lien Holdback accounts, and deficiency holdback funds, are setup and administered as per legislative requirements and applicable Regional District bylaws and policies. Monitors project costs in relation to contract terms and established project milestones. Facilitates any change management requirements, including contract change order amendments/addendums.
20. Monitors construction activities. Performs site visits. Coordinates with Contract Administrators to ensure quality assurance of completed works are in accordance with contracts and Regional District Engineering Standards & Specifications. Directs and manages Contract Administrators to address any deficiencies during construction. Coordinates Regional District representation at Substantial Completion Inspections, and ensure inspections are in accordance with contract terms and legislative requirements.
21. Coordinates connection of completed works with Regional District utilities with Operational Services personnel. Establishes maintenance and inspection program requirements for completed works, as per the Regional District's Asset Management Program and practices.
22. Coordinates contract close-out administration requirements. Ensures accuracy of contract close-out documentation. Verifies Contractor red line drawings to ensure drawings reflect actual construction. Coordinates Regional District representation at end of maintenance inspections to inspect the workmanship and integrity of constructed works. Ensures any deficiencies are corrected prior to issuance of Final Acceptance Certificates by Contract Administrators.

23. Coordinates project close-out administration. Notifies approving authorities of project completion, as per permit requirements. Compiles grant reporting requirements, if applicable. Ensures records drawings are verified for accuracy and reflect actual construction. Ensures close-out documentation is filed as per the Records Information Management (RIM) Program adopted by the Regional District (i.e. Local Government Management Association (LGMA) Model Classification and Retention Schedule). Facilitates the processing of asset management data based on completed works.
24. Coordinates consultant evaluations and close-out consultant contracts. Identify strategies for continuous improvements for future projects and consultant engagements.
25. Ensures project documentation is maintained from project inception through to completion, as per records management.

### **Strategic Initiatives, Community Awareness & Education Services**

The Manager of Asset Management & Strategic Initiatives is accountable for leading the development and implementation of strategic initiatives and special projects related to activities required to achieve desired goals and expectations associated with infrastructure and community services provided by the Regional District, as directed by the Chief Administrative Officer (CAO) and the Regional District Board.

26. Prepares applicable strategy documents to guide Regional District activities and decision-making processes (e.g. Solid Waste Management Plan, Greenhouse Gas Reduction Strategy, etc.).
27. Coordinates internal and external stakeholder engagement opportunities to seek input into Regional District strategic initiatives. Analyzes stakeholder input, conducts research, coordinates studies, and prepares recommendations and strategies for consideration by the CAO and Regional District Board.
28. Develops interdepartmental action plans in collaboration with senior management to ensure goals and objectives associated with strategic initiatives and strategies are realized. Collaborates with the Manager of Planning Services to ensure strategic initiatives and strategies align with the Official Community Plan (OCP) and other planning and development documents. Collaborates with the Manager of Operational Services to ensure Solid Waste Management and Recycling Depot operations meet the goals and objectives of the Regional Districts Solid Waste Management Plan and contracts.

29. Coordinates the development and implementation of community awareness materials in consultation with Administrative Services corporate communications personnel. Secures and manages the services of external public relations and communications professionals, as required.
30. Develops, implements and manages community awareness and educational services provided by external sources that support Regional District goals and strategies related to infrastructure and community sustainability, (e.g. Let's Talk Trash educational series).
31. Represents the Regional District at meetings with external stakeholders, including interest groups, government agencies and the public, regarding high profile and sensitive community infrastructure and service issues, new services or significant service changes.
32. Networks with other local governments, local agencies and the private sector to identify potential opportunities for exploring cooperative arrangements with regards to achieving common goals, sharing resources, or developing strategies to enhance services provided to the community.
33. Maintains effective and appropriate working relationships with developers, construction industry representatives, First Nations, local and senior level governments, other public agencies, community and private sector organizations, elected officials and service providers in order to successfully accomplish Regional District objectives.

### **Airport Services**

The Manager of Asset Management & Strategic Initiatives is accountable for ensuring Airport Services comply with legislative requirements and meet the needs of the Regional District.

34. Maintains knowledge of Aerodrome Authorization requirements. Directs, manages and supports the Airport Manager in ensuring airport management and operations comply with legislative requirements and Aerodrome Authorization. Ensures Transport Canada aviation inspections and government reporting requirements are met.
35. Ensures the development and implementation of an Airport Planned Maintenance Program, as per legislative requirements and the Regional District's asset management objectives. Ensures airport is operated and maintained as per Board approved levels of services.
36. Ensures Airport Strategic Plan and Budget is developed and implemented, as directed by the Chief Administrative Officer (CAO) and the Regional District Board.
37. Supports Airport Manager with public and stakeholder relations (e.g. Airport Advisory Committee, airport users, neighbouring stakeholders, etc.). Ensures ongoing opportunities for public engagement opportunities.

## **Technical and Administrative Services**

The Manager of Asset Management & Strategic Initiatives is accountable for ensuring IT services and solutions provided meet the day-to-day technological requirements at the Regional District corporate office and applicable Regional District-owned facilities.

38. Directs, manages and supports the Manager of Technical Services in the development and implementation of Technical Services Division Annual Work Plans and Budget.
39. Directs, manages and supports the Manager of Technical Services in ensuring that the services provided by the Technical Services Division meet the technical and administrative support requirements associated with fulfilling the goals and objectives of the Regional District's Asset Management Program.
40. Collaborates with the Manager of Technical Services to ensure internal and contracted IT technical support services are delivered at the corporate office, and applicable Regional District-owned facilities, as per internal established levels of services and Regional District IT Service Contract(s). Evaluates Regional District IT Service Contract(s) and contract renewals. Signs off on IT equipment upgrades and replacement. Approves IT Budget.

## **CORE MANAGEMENT ACCOUNTABILITY**

The Manager of Asset Management & Strategic Initiatives is accountable for ensuring the achievement of the Department's mandate through effective leadership and management.

1. Participates in Regional District strategic planning initiatives. Collaborates with the Chief Administrative Officer (CAO) and senior management team to develop multi-year corporate plans and to ensure the strategic direction set by the Regional District Board is realized.
2. Ensures Asset Management & Strategic Initiatives core service offerings are fully operationalized. Develops and maintains Asset Management & Strategic Initiatives Annual Work Plans, in collaboration with the CAO. Manages the effective organization, scheduling, and delegation of work required for departmental personnel to successfully achieve Annual Work Plan deliverables, and monitors progress towards achievement.
3. Develops the Asset Management & Strategic Initiatives Department's Annual Operating and Capital Budget in consultation with the CAO, and the Manager of Financial Services. Monitors Department expenditures to ensure adherence to approved Budget(s). Ensures adherence to the organization's financial control practices, policies, the Regional District's Fees and Services Bylaw(s).

4. Manages the day-to-day work performed within the Asset Management & Strategic Initiatives Department to ensure activities are congruent with the achievement of the Department's mandate, intended levels of services, goals, strategic priorities, Annual Work Plans, and approved Budget(s). Ensures activities are in accordance with applicable legislative and regulatory requirements, the Bylaws and policies of the Regional District, organizational quality standards, and industry best practices. Ensures planned activities and delegation of work complies with the Collective Agreement, when applicable.
5. Prepares, and/or oversees the preparation of, reports, briefs, statistical summaries, background documentation, and presentation materials required to support the Regional District Board and committees, as directed by the CAO. Ensures reports and materials are prepared in accordance with organizational standards. At the direction of the CAO, attends Board or committee meetings and provides input.
6. Ensures Asset Management & Strategic Initiatives Department's records management practices are performed in accordance with corporate records management policies, and as per the Records Information Management (RIM) Program adopted by the Regional District (i.e. Local Government Management Association (LGMA) Model Classification and Retention Schedule). Ensures records accurately reflect Department activities.
7. Performs Department Manager core personnel management functions (e.g. recruitment and selection, training and development, performance management, Occupational Health & Safety, employee discipline, etc.), as per standardized Regional District human resource management practices and policies. Ensures personnel management activities are performed in accordance with the Collective Agreement.
8. Leads by example. Fosters performance and customer service excellence. Promotes a healthy and safe work environment. Promotes and demonstrates commitment to the organization's core values, and contributes to a positive organizational culture.
9. Maintains effective and appropriate working relationships with elected officials and external stakeholders (e.g. First Nations; local, provincial, and federal level governments; other public agencies; community and private sector organizations; service providers, etc.), in order to successfully accomplish Regional District objectives. Represents the Regional District at stakeholder led meetings, advisory committees, and ad hoc committees, as assigned and directed by the CAO. Collaborates with CAO and senior management team to identify, plan and implement Regional District led stakeholder engagement opportunities in support of Regional District business, and to foster stakeholder and public relations. Participates in, leads, and/or facilitates Regional District led advisory or ad hoc committees, as directed by the CAO.

10. May be required to act in the role of or as a back-up to other members of the management team.
11. Serves on the Regional District's Emergency Operations Centre (EOC) team during drills, training, emergencies and disasters.

### **EDUCATION AND EXPERIENCE:**

1. Relevant post-secondary education or experience relative to services managed under this position
2. Minimum five years' senior management experience
3. Minimum three years' experience serving in a management position within a local government environment
4. Certification(s) relevant to the position regarding asset management practices and project management
5. Experience in public engagement processes and dealing with the media
6. Holds a valid BC Driver's License (Class 5)

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledgeable of the *Local Government Act*, *Community Charter* and parliamentary procedures
2. Demonstrates extensive knowledge of asset management practices and legislative requirements applicable to local/municipal government
3. Demonstrates knowledge of capital project delivery best practices applicable to the position, including engineering construction standards, specifications, codes, and costs
4. Demonstrates exemplary project management, planning, organizational, and budgeting skills, as well as the ability to effectively delegate and manage multiple projects
5. Demonstrates strong facilitation, consultation, and meeting skills, as well as the ability to make presentations to a variety of audiences
6. Demonstrates excellent oral and written communication skills, and a thorough knowledge and use of the English language
7. Demonstrates excellent interpersonal and communication skills. Demonstrates tact and diplomacy, and responds in a professional and courteous manner, when interacting with others
8. Demonstrates ability to proactively develop mutually beneficial working relationships with multi-disciplinary groups (e.g. government and referral agency designates, elected officials, committees, community groups, volunteers, public, media)
9. Demonstrates a high degree of personal initiative, integrity, professionalism, and political sensitivity
10. Demonstrates the critical importance of respecting and maintaining confidentiality in the best interest of the organization

11. Demonstrates highly proficient typing skills, email, Internet, word processing, and basic spreadsheet skills
12. Demonstrates a high degree of accuracy, and thoroughness, with a strong attention to detail
13. Demonstrates proficiency in conducting research, and writing/producing technical and analytical reports appropriate for varied audiences
14. Demonstrates ability to lead, manage, direct, coach and mentor staff
15. Demonstrates sound judgement, analytical, and problem-solving skills required to make good decisions
16. Demonstrates ability to lead by example, and to foster teamwork and collaboration
17. Demonstrates sound delegation skills required to achieve desired outcomes
18. Demonstrates exceptional time management skills, and the ability to effectively manage and multi-task numerous projects
19. Ability to lift, carry or organize equipment and supplies as required