



# Central Coast

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## REGIONAL DISTRICT

### **Operations Coordinator**

The Central Coast Regional District (CCRD) is seeking an individual with experience in public works operations and/or project management to join our team. If you are a motivated self starter, we are looking for you.

Reporting to the Operations Manager, this position is responsible for:

- Assists Operations Manager in a range of project management work including design review, document preparation, specifications, contract administration and management, project closeouts, budgetary oversight, cost estimates, scheduling, project analysis, inspections, and associated reporting.
- Provides technical work guidance/information sharing to other staff/volunteers as to the design, tender, construction and monitoring of capital projects and maintenance programs related to critical community infrastructure including water treatment and distribution, solid waste, fire protection and recreation.
- Assists with coordinating maintenance/repair activities at CCRD facilities.
- Liaises with Regulatory Agencies in regards to CCRD Infrastructure and Operations.
- Assist CCRD Management in engaging with First Nations, communities, stakeholders, the general public.
- Prepares reports on CCRD operational matters.
- Assists with budgeting/costing.
- Participates in operation of CCRD water systems.
- Assist with oversight of two Volunteer Fire Departments.
- Assists Operations Manager in surveying, construction site layout and direction of construction activities.
- Engage and coordinate with recycling/landfill staff, contractors and stewardship programs to improve service delivery.
- Responsible for updating the Airport Operations Manual, Wildlife Management Plan, Emergency Response Plan, and other documentation required under the Canadian Aviation Regulation.
- Assist with maintaining the Airport Safety Management System, including as necessary internal training of staff, external training coordination/participation.

- Assists with completion of hazard reports, risk management, investigations, corrective action plans, annual goals and objectives and management reviews.
- Review and ensure airport compliance with Transport Canada regulations, advisory circulars and Nav Canada.
- Assists with internal/external quality assurance audit of airport operations as per SMS.
- Assists with coordinating annual emergency response table top exercise and full-scale exercises.
- Assist regional district staff in emergency operations response if required.

This is a full-time permanent position with a competitive salary and an attractive benefits package commensurate with experience and qualifications. The Central Coast Regional District will consider a combination of education, training, and experience when selecting the successful candidate.

For a complete job description, please see the Central Coast Regional District Website <https://www.ccrd.ca> . If you are interested in applying for this exciting career opportunity, please submit a covering letter and resume, along with salary expectations, in confidence, no later than June 30, 2022, to: Operations Manager, Box 186, Bella Coola, BC V0T 1C0, or email: [pwm@ccrd.ca](mailto:pwm@ccrd.ca) We thank all applicants for their interest, however, only those selected for further consideration will be contacted.