



CAREER OPPORTUNITY

Utility Maintenance Coordinator

Regular Full-Time – Pay Grade 13 (\$42.33 – \$45.76/hour – 2024 Rates)

Located on the traditional, ancestral and unceded territory of the lək̓ʷəŋən Peoples, notably the Songhees and Esquimalt Nations, the District of Oak Bay is committed to recognizing and celebrating their historic and ongoing connection to these lands.

Oak Bay is a picturesque seaside community located within the Greater Victoria Region, with a population of +18,000. While offering all the amenities of a large metropolitan urban centre, Oak Bay has succeeded in maintaining all the peacefulness and charm of a small town. Residents enjoy an exceptional quality of life, with miles of spectacular West Coast shoreline, brilliant beaches, parks and greenspace, quaint tree-lined streets and vibrant, boutique villages just beyond their doorsteps.

The Engineering and Public Works department is pleased to invite applications for a Utility Maintenance Coordinator position. This newly created role will collaborate closely with Public Works staff regarding the maintenance and rehabilitation of municipal infrastructure, and will be at the forefront of ensuring the smooth operation of essential utilities in our community. If you are a self-directed and proactive individual who enjoys taking a challenge head on, this is the perfect role for you!

Reporting to the Manager Engineering Infrastructure Maintenance, Analysis & Planning, this position is responsible for providing technical direction, input, and support for the Public Works infrastructure maintenance programs through inspections, condition assessments, rehabilitation, and lifecycle analysis with an asset and maintenance management focus.

Our ideal candidate has graduated from a two-year diploma program in civil engineering technology offered by an institute of technology or equivalent post-secondary institution, has four years of recent related experience, which includes exposure to contract administration and asset/maintenance management, is a member or is eligible for membership with ASTTBC, and has a valid and subsisting BC Class 5 Driver's License. Experience with GIS software applications and related utility infrastructure records and data management is considered an asset, as is completion of the Master Municipal Construction Document Association's Contract Administrator course. An equivalent combination of education and experience may be considered. This position is represented by CUPE Local 374.

In addition to a competitive salary, we offer a supportive and collaborative work environment, continued career and professional development opportunities, employee engagement events, work-life balance, and a staff membership to the weightroom, fitness classes, skating and pool. An employer of choice, the District of Oak Bay is committed to fostering a culture of empowerment, accountability, and teamwork.

We want to hear from you if you are qualified and thrive on the challenges this position has to offer. Please apply in confidence, **by 4:30 p.m. on August 6, 2024**, with a resume and cover letter to:

oakbayjobs@oakbay.ca

A detailed job description can be found on our website at <https://www.oakbay.ca/municipal-hall/employment-volunteering/employment>, which outlines, in more detail, the key accountabilities and required qualifications.

*We thank you for your interest in working for the District of Oak Bay.
Only those selected for an interview will be contacted.*