



City of Dawson Creek – Director of Operations

DEPARTMENT:	Operations
POSTING DATE:	November 04, 2025
CLOSING DATE:	Until filled
SALARY:	\$128,772
COMPETITION NO.:	2025-65
HOURS OF WORK:	35 hours per week

Are you passionate about providing first class services to the community? The City of Dawson Creek is looking for an enthusiastic, motivated, strategic professional who shares the same passion, drive and determination as our already exceptional senior management team to join us as the Director of Operations.

Our Community: So how do our 13,000 residents describe Dawson Creek? First and foremost, a warm and welcoming community that is lots of fun! Located in sunny Northeast British Columbia, our community has an amazing quality of life with something for everyone. For the arts and culture enthusiasts there is the iconic Calvin Kruk Centre for the Arts and the Dawson Creek Art Gallery. The South Peace Community Multiplex houses three incredible facilities: The Ovintiv Events Centre which has hosted a multitude of world-class events ranging from the Under 17 World Hockey Challenge to big name shows such as KISS, Russell Peters and Luke Bryan; the Lakota Agri-plex, an impressive equestrian centre; and the Kenn Borek Aquatic Centre that has an 8-lane lap pool, a leisure pool, sauna, steam room, hot tub and even a climbing wall. There are also two ice arenas, a curling rink, an indoor fieldhouse, numerous outdoor walking trails and multiple sports fields. And then there are the quadding, snowmobiling, boating, skiing, hiking, fishing and golfing opportunities. Dawson Creek has great public and private schools, a top-notch college, and a local hospital with transportation services for special medical needs. We enjoy our crisp, sunny winters (winter precipitation totals around 25 mm/month) and our almost unlimited daily summer sunshine of up to 17.5 hours.

The Opportunity: Reporting to the General Manager of Development Services, the Director of Operations oversees the daily overall functions of operations of the Public Works and Water & Environmental services. This includes maintaining and operating our City roads and boulevards, fleet, water distribution system, sewer collection system, water and sewer treatment facilities, watershed, cemeteries, and stores. This position is responsible to provide leadership, coordination, collaboration and direction to all areas of responsibility ensuring that services are delivered to senior management, employees, residents and stakeholders in a timely, accurate, effective and efficient manner.

We are looking for a highly-motivated, operationally-minded, and enterprising individual to run our Operations Department. This exempt position will be of interest to candidates who have strong initiative, coupled with the ability to stay focused on results despite changing conditions. A leadership style that is firm and goal oriented, and yet motivates, trains, and engages others in an enthusiastic, people-first way is important. The emphasis on building rapport and relationships with individuals and groups requires an outgoing, poised and persuasive communication style. Because the pace of the work is faster than average, the ability to learn quickly and thoroughly while continually recognizing and adapting to changing conditions is critical.

This position will suit an energetic individual who is educated, experienced and takes a people first approach when leading and managing their team and their operations. Key work examples in this role include:

- Supports the day to day operations of the department by supporting their direct report mid-managers in their roles.
- Prepares complex and technical reports for Council that are easy for a non-technical person to read and understand.
- In the event of an emergency, this position will be a key member of the Emergency Operations Centre (EOC).
- May be selected to be a member of the Labour-Management Committee, Joint Job Evaluation Committee, or other Labour Relations activities.
- Administers the Department in conformity with the strategic direction, corporate policy and relevant statutes, bylaws and resolutions. Ensures that policies and programs adopted by City Council and/or the CAO are communicated to managers and employees.
- Responsible for direction and control related to the preparation of the annual capital, operating and staffing budgets for the Department; takes timely action to address budget, cost control and service performance issues.
- Provides information to Council, staff, media and the general public concerning existing and proposed policies, practices and programs of the City. Supports a high level of departmental and cross-departmental communication as well as maintains effective contact with City unions and external stakeholders. Ensures responsiveness to public inquiries and service demands.
- Evaluates the effectiveness of department policies, programs and resources and established objectives.
- Builds and maintains courteous and positive relationships with employees.
- Meets regularly with General Manager of Development Services and department employees to keep abreast of operations, facilitate two-way information exchange and provide input for operational activities.
- Liaises with provincial government, other municipalities, industry and the public regarding technical, financial and day-to-day matters.
- Ensures that internal and external issues or opportunities are identified, addressed and monitored appropriately and positively.

Requirements:

- A degree in Public Administration, Civil Engineering, or similar subject, or equivalent experience.
- Minimum of five years of progressively responsible experience in a municipal setting.
- Knowledge of the *Local Government Act*, *Community Charter*, *Water Sustainability Act*, *Drinking Water Protection Act*, and other relevant legislation and regulations.
- Experience in infrastructure systems including roads, sanitary, water, drainage and related equipment as they relate to municipal operations.
- Exceptional interpersonal, communication, presentation, facilitation, problem solving, decision making, leadership, and general management skills.
- Ability to maintain strict confidentiality and a high level of trust and respect across the organization.

- The ability to effectively lead, coach and motivated staff in a team setting.
- Ability to deal effectively with representatives of government, business and development, the general public, City staff, and Council members.
- Proficiency with the Microsoft Office suite.
- Valid Class 5 BC Driver's licence.
- Successful completion of a criminal record check.

Resume review will begin on December 1, 2025.

Candidates should submit a résumé by emailing a pdf or word document to resumes@dawsoncreek.ca, with the job posting name and number in the subject line, by midnight on the closing date referenced above. The City thanks all applicants for their interest; however, only those selected for an interview will be contacted.

The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references.