

COWICHAN BAY WATERWORKS DISTRICT

Job Description 2021

District Administrator

Overview

- The District Administrator is responsible for the delivery of water services to the residents and businesses of Cowichan Bay Waterworks District. Reporting to the Board of Trustees, she/he oversees the operations, maintenance, and administration of the local water services for approximately 3000 people.
- The Improvement District is incorporated under the “Water Act, 1939” and is government by a Letters Patent, the Local Government Act and Community Charter.

Hours of Work

- Attendance at the district office during hours stipulated, on average 30 hours per week.

Leadership

- The District Administrator is responsible for supporting the Board’s long-term goals and responsibilities to ratepayers. This includes identifying upcoming challenges and opportunities, proactively seeking, and sharing solutions and keeping abreast of current trends and practices in the industry.
- Facilitate long term planning and asset management.
- Foster a healthy and productive workplace for all employees, contractors, and trustees.

Managerial Duties

- The District Administrator handles routine managerial duties independently, confidently and within the constraints of the law, provincial policy and represents the Trustees in the day-to-day operation of the District.
- This position works closely with the CFO to ensure that organizational objectives are met.

Trustee/Public Meetings

- Schedule, prepare agenda, and record and transcribe minutes in accordance with the Community Charter, for all board meetings, including attendance therein and signing of minutes once adopted.
- Ensure trustees have all information required for board meetings 5 days before meeting.
- Maintain register of trustee attendance at board meetings and related remuneration.
- Ensure Annual General Meetings are held in accordance with by-laws.
- Create action items from all meetings; ensure they are completed and report back to the meeting.

Personnel Management

- Recruit, hire, orientate, supervise, evaluate, discipline, and terminate staff according to BC Employment Standards with the goal of maintaining a qualified and effective workforce.
- Recommend compensation and benefits plans.
- Recommend staffing policies to the board.

Billing

- Act as tax assessor for the District.
- Review monthly with the billing clerk, accounts receivable for both water and tax accounts.
- Review and approve any water/tax account adjustments in excess of \$10.00.

Accounts Payable

- Review all supplier and contractor invoices.
- Review all miscellaneous billing invoices.

Payroll

- Verify, calculate and approve all staff timesheets.

General Financial Management

- Responsible for the investment of all surplus funds and prepare journal entries for investment transactions.
- Responsible for development costs/charges and prepare journal entries.
- Review and approve quarterly financial statements and present to the Trustees for approval.
- Compile and present annual operating budget for Trustee approval.
- Compile and present annual capital budget for Trustee approval.
- Maintain a five-year financial plan.
- Prepare Quarterly Capital Asset Management Plan report.
- Maintain Waterworth planning app including water rates related to infrastructure upgrades, water tolls and parcel tax.
- Ensure annual audit is completed annually.

General

- Retain custody of district's seal, bylaws, and letters patent.
- Maintain in an orderly and timely manner correspondence, minutes books, manuals, financial documents, and files.
- Prepare bylaws and correspondence as required.
- Together with the Chairperson, sign agreements, bylaws and contracts on behalf of the District.
- Provide customers, developers, lawyers, etc. required information with respect to accounts, bylaws, regulations, easements, Statutory Right of Ways, etc.
- Liaison with Ministry of Municipal Affairs and Housing, Vancouver Island Health, Ministry of Health, Cowichan Valley Regional District, Ministry of FLNRO, Ministry of Transportation, Cowichan Tribes, Auditor, Engineer, Water Operations, Groundwater Protection Regulation under the Water Sustainability Act, etc.
- Consult with Water Operator regarding customer water quality complaints.

- Arrange for all insurance coverage, including legal liability.
- Manage and negotiate operations contract and other contracts as required to ensure effective, safe water services.
- Manage and process related memberships, licenses & applications.
- Ensure that new water services meet CBWD specifications and funding requirements.
- Process BC Ministry of Transportation Highway Use Permits, development regulations and correspondence.
- Develop Request for Proposals for the district's operations.
- Maintain and monitor the district's Supervisory Control Data Acquisition (SCADA) program.
- Maintain up-to-date knowledge with the Water Distribution System Over Plan with engineer and water operations.
- Process Petition to Extend Boundaries.
- Maintain website: emergency alerts (availability 24/7) and public information.
- Process BC One Call water line locates.
- WorkSafe BC regulations.
- Prepare quarterly Newsletter for CBWD ratepayer customers.
- Maintain and update Health and Safety requirements – Coronavirus Pandemic.
- Maintain and update Standard Operating Procedures for office job duties.
- Maintain current capital projects including the district's Master Water System Plan and liaison with engineer, water operations, etc.
- Maintain all approved documentation for current capital projects and associated bylaws.
- Full understanding of the Province of BC Improvement District Manual, Ministry of Municipal Affairs, Official Community Plan, Freedom of Protection Act, Ombudsperson, Community Charter and related statutes.
- Full understanding of the Vancouver Island Health Drinking Water Protection Regulation, Inspection Reporting and Full Spectrum Water Testing in accordance with the Government of Canada, Canadian Drinking Water Quality Guidelines.
- Working knowledge in the Development Process – Legislation, Bylaws, Specifications and Standards Drawings and applicable charges.

Preferred Qualifications

- Certification in Local Government Administration or Local Government Leadership or relevant work experience/education in a local government setting. Degree preferred.
- Successful leadership in a public administration role and working with a local board.

Required Abilities

- Confident leadership skills
- Strong negotiation skills
- Able to prioritize goals and manage time and resources effectively
- Excellent customer service skills
- Proficient with small business computer network
- Proficient with general accounting programs including Sage Pro Accounting and full cycle accounting including experience with budget and rate setting
- Must be bondable