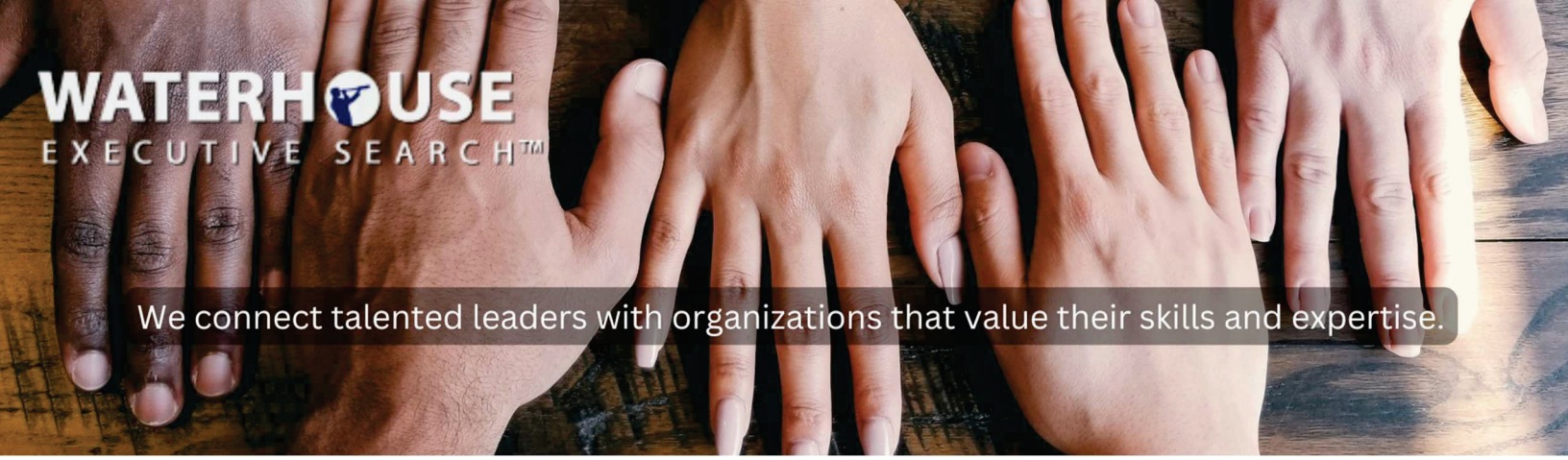


Opportunity

TOWN OF QUALICUM BEACH

Director of Infrastructure Services



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ABOUT US: TOWN OF QUALICUM BEACH

The Town of Qualicum Beach (qualicumbeach.com) is a charming coastal community of approximately 9,400 residents and recognized as one of the most picturesque and sought after communities in Canada.

Surrounded by rivers, forests and farmland, it is situated at the foot of Mount Arrowsmith along the Strait of Georgia on Vancouver Island's northeastern coast.

Well known for its small-town vibe, excellent amenities, walkability and year-round access to recreational opportunities, the Town supports an excellent quality of life for its residents and visitors alike.

This "safe and can-do community" is within easy drive to airports and ferries for easy travel on and off Vancouver Island. Known and well respected for their balanced growth strategies, the Town of Qualicum Beach recognizes the importance of delivering the very best of services to our residents and businesses and as such is looking to attract an accomplished municipal executive as Director of Infrastructure Services.

POSITION SUMMARY: DIRECTOR OF INFRASTRUCTURE SERVICES

Reporting to the Chief Administrative Officer, and leading a team of 35 staff, the Director of Infrastructure Services is responsible for the planning, development and management of the Town's built infrastructure and natural assets.

Specifics include roads, drainage systems, facilities, parks, water and sewer systems, wetlands, urban forest, and other natural areas under the Town's responsibility.

As a key member of the senior leadership team, you will work effectively with Town employees, consultants, contractors, government officials, the public and Council.

RESPONSIBILITIES:

- Provides advice and counsel on proposed and active Town initiatives.
- Keeps the Chief Administrative Officer apprised in a timely manner of issues and developments of an operational or strategic nature.
- Provides expert advice, background information and briefing materials to the Chief Administrative Officer and Council.
- Supports the Chief Administrative Officer in preparing the Town's Strategic and Service plans.
- Leads departmental work planning, budgeting, ensuring alignment with organizational goals.
- Develops work planning for the Department and establishes metrics and benchmarks to document and assess progress.

LEADERSHIP

- Provides strong leadership that influences, encourages, inspires, motivates, and supports employees ensuring best outcomes.
- Develops and maintains an effective departmental team that reflects operational needs, and accomplishes Strategic and Service plan objectives.



MANAGEMENT OF ENGINEERING AND OPERATIONS

- Ensures that effective technical, operational, and administrative systems are in place to safeguard the assets of the Town.
- Maximizes the effectiveness of resource utilization within the objectives, policies, plans, and budgets established by Council.
- Prepares capital and operating budgets.
- Provides oversight of the Manager of Operations, with potential future oversight of the Airport Manager.

CAPITAL PROJECTS

- Provides oversight of the Capital Projects Manager, tasked with coordinating capital projects, managing complex construction, and infrastructure development initiatives, through project lifecycles. Specifics include initial planning and design, procurement and construction, ensuring successful and timely completion of all projects.

ATTRIBUTES & COMPETENCIES:

Leadership Skills – Demonstrates honesty, humility and integrity through their leadership style, giving guidance and support, acting as a mentor and positive role model. Fosters a safe culture of empowerment and trust, encouraging employee engagement. Leads by example with an engaging and respectful style, developing and nurturing strong relationships.

Management Skills – Proven record of being able to inspire, direct and evaluate staff and activities of a complex organization. Excellent conflict resolutions skills. Sets objectives which are specific and clearly communicated, measurable, realistically

achievable, time targeted, and holding people accountable for their results. A collaborator who seeks out, appreciates, and acknowledges input from others.

Visionary – Understands and interprets social, economic and political trends and issues facing municipalities. Innovative, open-minded and willing to explore new ideas and approaches.

Human Resource Management – Supportive leader who demonstrates empathy and emotional intelligence with a strong ability to bring together diverse individuals, departments and program initiatives. Consensus builder, who can also make tough decisions when needed. Skilled at balancing hands-on direction with trust in staff judgment and initiative.

Financial Management, Corporate and Strategic Planning – Leads with a strong sense of service, urgency and accountability in all financial planning, budgeting, and management reporting. A proven ability to work in challenging fiscal environments

Strong Communication and Interpersonal Skills – Builds trust through clear, concise and positive communication. Relationship builder who works collaboratively with others and is sensitive to diverse needs of staff, Council, business, the community and other municipalities. Possesses an honest, open and consistent approach to working with people. Highly ethical, forthright and transparent.

Political Astuteness – Ensures high level of confidentiality and decorum at all times. Demonstrates a senior executive personal style with professional presence. Knows and understands legislative and regulatory processes.

Customer Service – Confidence in ensuring customer need is identified and addressed; ensuring appropriate consultation with all stakeholders and deliver timely, cost effective and quality service. Known for simplifying complex matters and fostering a highly service-oriented administrative approach.





EDUCATION, EXPERIENCE & KNOWLEDGE

- Ideally you are a Professional Engineer or a CET with 5 to 7 years in a senior leadership role experienced in water, sewer, roads, parks, infrastructure design, construction, operations, and maintenance within a municipal or consulting firm setting.
- Proficient in collaborating with external consultants, you excel as a strategic leader, adept problem solver, and effectively manage competing priorities.
- You are highly esteemed for your capability to perform well under pressure.
- You are known for your ability to execute and deliver results.
- You have experience managing diverse teams in a unionized environment and are well respected for your political astuteness, professionalism, commitment, and passion in your leadership role.
- You hold your staff accountable, yet you are realistic.
- Your impeccable people skills are your trademark, and you deal effectively with all levels of internal and external clients, staff and Council.

COMPENSATION

A competitive compensation package, including an annual salary ranging from $154,346 to $168,658 (2026 rates) and excellent benefits. Placement within the salary range will depend on qualifications and experience.

HOW TO APPLY

This is a unique opportunity to become part of the vibrant future of the Town of Qualicum Beach.

Candidates seeking a rewarding career opportunity with one of Western Canada's most beautiful communities are invited to submit their resume in confidence quoting **Project QBDIS** to: grantsmith@waterhousesearch.com

Waterhouse Executive Search Ltd
Suite 300 – 1055 West Hastings Street
Vancouver B.C.
V6E 2E9
Direct : (604) 806-7715
Email: grantsmith@waterhousesearch.com
Web: www.waterhousesearch.com

The Town of Qualicum Beach is an equal opportunity employer committed to fostering a diverse and inclusive workplace. We welcome applications from all qualified individuals legally entitled to work in Canada.

We sincerely thank all candidates for their interest; however, only those selected for an interview will be contacted.