



*"Where the Rainforest Meets the Sea"*

---

## Director of Operations

### Full Time Permanent

---

A small town with a big heart – filled with smiling faces.

Sooke is a welcoming and vibrant community that embraces its natural beauty, including stunning parks, trails, waterways, and oceanfront. We proudly honour the traditional lands of the T'Sou-ke and Sc'ianew (Cheanuh) First Nations, located within the Coast Salish Territory.

Characterized by warm, dry summers and mild winters, Sooke is a year-round haven for outdoor enthusiasts who enjoy hiking, biking, kayaking, sailing, and more.

*Our team welcomes those who share our values of accountability, compassion, leading by example, respect, and service excellence to apply for this exciting opportunity.*

The District of Sooke is seeking an experienced and visionary professional to join our leadership team as the Director of Operations (Director). This is an exciting permanent opportunity to contribute to the strategic direction and operational excellence of the District.

Reporting to the Chief Administrative Officer (CAO), the Director provides strategic leadership, expert guidance, and operational support across engineering, parks and environmental services, and wastewater services. This position oversees the planning, design, and delivery of construction activities, as well as the maintenance and operation of municipal infrastructure and related programs.

As a key member of the senior leadership team, the successful candidate will represent the department at public, technical, Council, and regional meetings, ensuring effective communication and collaboration with internal and external stakeholders.

The successful candidate will possess a Professional Engineer designation or equivalent education and experience, plus considerable related experience in a local government setting or engineering firm, with a focus on development management and municipal infrastructure planning and project delivery, including preparation of tenders, RFPs, RFQs, and related procurement processes.

We are seeking a forward-thinking leader who brings vision, strong interpersonal skills, and a proven ability to develop credibility and build effective working relationships with elected officials, staff, and community partners. The successful candidate will demonstrate political acumen, sound judgment, and the ability to analyze complex issues while providing innovative solutions to challenges in the corporate services environment.

If you are a proactive and thoughtful leader, consider the District of Sooke as a choice employer and your next career move.

This position is excluded from the bargaining unit. The 2026 rate for the Director of Operations is \$162,456.84/annually, plus an excellent benefit package.

To view the full job description and to **apply online**, please visit the career page of our website at [www.sooke.ca/employment](http://www.sooke.ca/employment).

**Closing date for receipt of applications is 11:59 p.m. on Sunday, January 18, 2025.**

*We want to thank all applicants, however only those chosen for an interview will be contacted.*