



# **BARKERVILLE**

— HISTORIC TOWN & PARK —

Governed by: Barkerville Heritage Trust  
14301 Highway 26 East  
Box 19, Barkerville, BC V0K 1B0 ([www.barkerville.ca](http://www.barkerville.ca))

## **Job Posting: Protection Services and Operations Manager**

2018 11 06 Version 1.0

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### **Job Status**

**Job title: Protection Services and Operations Manager**

**Position: Excluded, Full Time Year Round**

**Salary Grade: Competitive**

**Anticipated Start Date: January 2019**

**Closing Date: Open until filled**

Barkerville exists to inspire today through the courage of the past. Therefore we promise a welcoming experience to reflect, connect and grow. In everything we do, we are connected by discovery, and as a result are described as adventurous, authentic, inclusive and dynamic.

As the Protection Services and Operations Manager, you are responsible for managing the Protection and Preservation of Barkerville Historic Town and Park infrastructure and assets. You are a “hands-on” leader who enjoys driving improvement, building and coaching teams and achieving results by exceeding the expectations. This role is key to achieving the organization’s ten-year strategic plan through leadership of the Operations and Protection Services teams, including related cross-function teamwork.

### **Orientation and Supervision**

- Position reports to the CEO;
- Works as a team member with Barkerville Heritage Trust Managers, Leads, staff and contractors involved with heritage site operational activities;
- Performs all operational duties based upon industry standards and guided by the *Standards and Guidelines for the Conservation of Historic Places in Canada* to ensure the continued protection and conservation of Barkerville Historic Town and Park.

### **Duties**

- Operational Planning and Staff Scheduling for Protection Services and Operations;
- Manage all aspects Operations and Protection Services including recruitment and staffing, health and safety leadership, training and team building, and daily operational execution;
- Plan for and direct the protection and preservation of Barkerville assets; oversee risk assessments and mitigation measures;
- Fire Prevention and Protection – Work with staff to reduce fire hazards through planning, detection and mitigation strategies;
- Lead efforts on the development and delivery of emergency response programs;



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- Follow the British Columbia Heritage Conservation Act and Standards and Guidelines for Historic Places in Canada in all implementation decisions;
- Simultaneously manage multiple complex projects, with many internal and external stakeholders on time and within budget;
- Departmental Budget Planning and Budget Management;
- Performs flexible and varying duties depending on the shifting needs of the organization and its staff members.

### **Supervisory Responsibilities**

- Provide support to Team Leads in Carpentry, Plumbing, and Protection Services;
- Collaborate and contribute to the overall management and day to day operations of the site as assigned by the CEO;
- Contribute to the organizations performance management strategy with operation, protection services team and leads;
- Supervision of Contractors and Sub-contractors

### **Qualifications**

- Red Seal Trade and/or Technical Diploma or Technical Degree
- Proven leader, excellent communicator, capable of motivation teams to reach their full potential and achieve desired goals;
- Excellent planning and budgeting experience;
- Strong team player with experience planning, leading, and implementing large cross function projects;
- Experience in working collaboratively and building relationships with stakeholders and partners to achieve common goals;
- Comfortable working in a fast-paced and changing environment, with the ability to set, prioritize, manage and delegate tasks.

Apply in person or by email to Ed Coleman, CEO  
[Ed.coleman@barkerville.ca](mailto:Ed.coleman@barkerville.ca) 250-994-3332 local 23