

DIRECTOR OF OPERATIONAL SERVICES

Reporting to the Chief Administrative Officer (CAO), the Director will be responsible for the direction and oversight of, and the delivery of services within, the Town's operations, public works, building maintenance, fleet/assets and utilities sub-departments. With three dynamic direct reports to assist in the fulfillment of the mandate of the department, the Director will be involved with a diversity of initiatives, including: policy development, service analysis, benchmarking, budgeting, technical reports, business planning, presentations before Council; media relations as it pertains to departmental matters; coaching; and, safety.

Duties include, but not limited to:

- Prepares annual and long-range operational budgets for the Operations Department.
- Monitors and controls Departmental spending to ensure effective and efficient expenditure of allocated funds, within the approved budget.
- Identifies efficiencies and pilot projects, policies and initiatives intended to encourage efficiency.
- Prepares reports and makes presentations to Town Council on Operational related matters.
- Identifies competency gaps for Operations staff and recommends appropriate training and development.
- Responsible for implementing industry best practices throughout all aspects of the department.
- Liaises with all other Town Departments to co-ordinate service delivery and to ensure that appropriate standards of service are met.
- Operational resiliency.
- Ensures that all water and sewer utilities operations meet federal and provincial legislation and standards for environmental practices.
- Prepares policies and procedures for the Department, with input from Operations staff.
- Directs the coordination of public works incentives, including, by way of example, incentives for the installation of backflow preventer valves; service connection replacements; and the removal of weeping tile and sump pump connections from sanitary mains to storm sewers.
- Serve as Operations Section chief under the Town' Incident Command System, working closely with the Director of Emergency Management on emergency preparedness.
- Responsible for the analysis of utility rates and service delivery and efficiency.
- Procurement of fleet, machinery and equipment.
- Administrative duties within the Operations / Public Works Department and carrying out various human resource initiatives, including training, hiring, performance evaluation.
- Liaise with Director of Infrastructure & Engineering on capital life-cycle planning, project management and conceptual design.

Qualifications:

- Minimum four (4) year bachelor's degree in business management, engineering or a related field. Preference will be given to those with evidence of continued education and advancement.
- Seven (7) to ten (10) years of progressively more responsible levels of management experience in a municipal setting or related field.
- Member in good standing with APEGGA or certification from the Alberta Society of Engineering Technologists as an Engineering Technologist in the Civil Technology discipline.
- Adaptable to changing priorities and procedures.
- Self-motivated, strong analytical skills and detail-oriented.
- Progressive supervisory experience.
- Effective presentation and communication skills.
- Excellent organizational, strategic, planning and implementation skills.
- Understanding of the industry and area of service.
- Able to create realistic schedules and meet deadlines under stress and interruptions.
- Ability to assign and delegate work, problem solve, answer questions and evaluate results of performance.
- Computer literacy, including effective working skills of MS Word, Excel, PowerPoint, Adobe products and e-mail.
- Proficiency in AutoCAD.

Apply Now!

Apply to hr@coaldale.ca submitting your cover letter and resume. For more information regarding this exciting opportunity please contact Mollie Habke at hr@coaldale.ca. This job opportunity will remain opened until a suitable candidate is found.