



Employment Opportunity

Manager of Operations

As our Manager of Operations, you will help plan, organize, and lead the team that looks after the hard infrastructure of the Town of Olds. Every day you will implement operational plans and projects for our Building Maintenance, Engineering, Public Works, and Utilities functions, manage the budget related to those plans and projects, and coach and mentor your direct reports to build a positive culture rooted in a belief in public service. Customer Service is also a daily task of this position, you will answer resident concerns and provide information about the infrastructure in the Town of Olds. To thrive in this role, you must have experience leading a multifunctional team of five or more people, have operational knowledge in the functional areas within Operations, and a belief in the positive impact public service can have on the people who live, work, and play within our community.

The Town of Olds has a population of just under 10,000 people and is home to Olds College and one of the first community owned fiber to the premise projects in Canada, O-NET. Our Operations Department is made up of seventeen employees and is responsible for looking after 18 buildings, 104 km of roads, 20 km of pathway, and 208 km of underground water, sanitary and storm lines. In 2022 the approximate operating budget for these functions was \$12 million and a capital budget of \$5 million for new and rehabilitation projects.

We are looking for a manager with experience:

- Uniting a team and creating a positive atmosphere where the team collaborates and shares in both success and failure.
- Managing budgets, tracking, and analyzing data related to established service levels.
- Taking projects from initiation phase to closing.
- Making presentations related to operational issues.
- Developing, directing, delegating, and communicating to staff in positive manner.
- Creating positive customer service experiences.
- In the functional areas within this department: Building Maintenance, Engineering, Public Works, and Utilities.

The wage range for this position is \$52.49 - \$59.58 per hour. Annual salary is based on a 37.5-hour work week and includes benefits.

A detailed job description can be found on the Town of Olds website at olds.ca/careers

Interested parties are invited to send a cover letter and resume outlining their qualifications by January 9, 2023, at 8:30 am to:

Human Resources
Town of Olds
4512 46 Street
Olds AB T4H 1R5
Fax 403.556.6537
E-mail: hr@olds.ca

The Town of Olds thanks all applicants, but only candidates selected for an interview will be contacted.