

Job Title: Manager, Underground Services

Requisition ID: 2543

Affiliation: Exempt

Position Type: Permanent Full Time

Number of Openings: 1

Bi-weekly Working Hours: 70 hours bi-weekly

Division/ Branch: Environmental Services, Underground Services

Job Location: Fort McMurray

Salary Range: Competitive Salary

COLA: Bi-Weekly - \$480

Closing Date (dd/mm/yyyy): 25/02/2024

Posting Type: Internal and External

GENERAL DESCRIPTION

The Manager, Underground Services is responsible for directing the implementation of departmental objectives as developed by the Environmental Services leadership team. The incumbent will participate in the management of all administrative aspects for the branch.

Primary responsibilities of this position include:

Departmental Management: Assists the Senior Manager of Environmental Services with overall program service delivery. Manages through direct involvement in daily operations, budgeting, and strategic planning of the overall design and deployment of all department initiatives. Ensures all programs are developed according to legislation, industry standards, and best practices.

Leadership: Takes a lead role in developing and implementing innovative and practical approaches to department initiatives to ensure all employees are working proficiently and effectively in a productive environment. Recruits, trains, and mentors staff. Leads staff in the delivery of advice, recommendations, and decision support.

Implementation of Strategies: Submits Annual Operating Reports to Alberta Environment. Ensures all required special reports are prepared and issued as required under legislation. Consults with government on legislative and regulatory changes to membership, mandate, authority, scope of operations, environmental standards, licensing, and related matters. Participates in government appointed committees and special studies. Leads the operating license renewal process. Identifies and recommends changes to communication strategies affecting utilities operations. Investigates and responds to customer complaints and concerns.

SKILLS REQUIREMENTS:

Candidates need to show evidence of the following:

- Highly developed analytical and critical thinking skills, communication and interpersonal skills, political awareness and sensitivity.
- Ability to establish and maintain effective working relationships with managers, employees, leaders, and external contacts and interacts in a manner that builds trust, credibility, and rapport.
- Ability to empower people, strong organizational skills, and uses innovative approaches in situations involving rapid change, shifting priorities, and/or simultaneous demands.
- Negotiation, interpersonal, investigation, mediation, and facilitation skills.

- High emotional intelligence capacity including the ability to deal effectively with ambiguity, remain calm and neutral in conflict situations.
- Proven ability to be discreet, keep all information and documentation strictly confidential, respectfully and sensitively resolve issues.
- Proficient with computer software such as Microsoft Office Suite.
- Knowledge of all equipment used in utility operations.
- Must be familiar with health, safety, and environmental standards.

EDUCATION:

- Degree in a related field is required.
- Certified Engineering Technologist (registered with applicable provincial body with transferability to ASET) is required.
- Level III Water Distribution and Level III Wastewater Collection Certifications are preferred.
- An equivalent combination of education and work experience may be considered.

EXPERIENCE:

- Ten (10) or more years of experience working in the field of wastewater collection and water distribution with a minimum of five (5) years of experience as a leader.
- Experience working in a public sector environment with unionized and non-unionized employees considered an asset.

OTHER REQUIREMENTS:

- Submission of a Criminal Record Check.
- A valid Alberta Operator's Class Five (5) License is required as the incumbent will be required to operate a personal or municipal vehicle for business use on a regular basis.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible and accountable for knowing and working in accordance with the Health and Safety Directive. As per section 2 of the Occupational Health and Safety Act, the incumbent shall ensure while in the employ of the Regional Municipality of Wood Buffalo the health and safety of employees, contractors and the public.

This position is employed in a supervisory capacity. As such the employee is required to obtain additional safety training in accordance with municipal procedures and directives.

**To apply: Please visit our website at jobs.rmwb.ca
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted.
Late applications will not be accepted.**