

## **8669BR - Executive Director, Public Works**

Halifax Regional Municipality is inviting applications for the permanent, Executive Director, Public Works. Halifax Regional Municipality (HRM) is committed to reflecting the community it serves and recognizing Diversity and Inclusion as one of the Municipality's core values. We have an Employment Equity Policy and we welcome applications from African Nova Scotians and Other Racially Visible Persons, Women in occupations or positions where they are underrepresented in the workforce, Indigenous/Aboriginal People, Persons with Disabilities and 2SLGBTQ+ Persons. Applicants are encouraged to self-identify on their electronic application.

The Executive Director is accountable for the provision of effective leadership to the Halifax Regional Municipality's (HRM) Public Works business unit. The Executive Director is responsible to provide strategic leadership and stewardship in the provision of traffic management and road safety services; life-cycle maintenance and management of streets and active transportation infrastructure including snow and ice control; transportation project planning, design & construction; solid waste collection, processing, and disposal.

The Executive Director, reporting to the Commissioner of Operations, will be responsible to ensure high quality, customer focused service delivery by using innovative policies and procedures to maximize the effective utilization of human, financial and physical resources available to the business unit.

One of the key responsibilities of the Executive Director is to provide input and leadership to Council and the Executive Leadership Team (ELT) in the formulation of strategic policies and direction as it relates to the long-term infrastructure needs and maintenance of the existing infrastructure.

The Executive Director is accountable for the provision of effective leadership to the Halifax Regional Municipality's (HRM) Public Works business unit. The Executive Director is responsible to provide strategic

leadership and stewardship in the provision of traffic management and road safety services; life-cycle maintenance and management of streets and active transportation infrastructure including snow and ice control; transportation project planning, design & construction; solid waste collection, processing, and disposal.

The Executive Director, reporting to the Commissioner of Operations, will be responsible to ensure high quality, customer focused service delivery by using innovative policies and procedures to maximize the effective utilization of human, financial and physical resources available to the business unit. One of the key responsibilities of the Executive Director is to provide input and leadership to Council and the Executive Leadership Team (ELT) in the formulation of strategic policies and direction as it relates to the long-term infrastructure needs and maintenance of the existing infrastructure.

## **DUTIES AND RESPONSIBILITIES**

- Provide support to Council, ELT, and other business units to carry out the corporate mandate. This includes input in the formulation of council policies, presenting reports and recommendations to Council, meetings with individual Councillors, attending and making presentations at public meetings, representing HRM at the local, provincial and national level;
- Provide overall management of the Public Works business unit resources which include approximately 450 employees and annual operating and capital expenditures ranging to \$150M and \$250M respectively;
- Develop an annual business plan that supports the long-term goals of HRM's Strategic Priorities Plan, fosters a common vision, and aligns resources to support clear direction and priorities;
- Manage resources - financial, physical, and human - in an effective and efficient manner that supports high quality programs and services. This shall be carried-out through the maintenance of healthy and safe workplaces; appropriate employee engagement, compliance with all applicable codes and legislation, including

occupational health and safety, WHMIS, and hazardous substance programs;

- Foster the development of highly qualified and competent staff, and improved management practices; exercise a high degree of effective delegation of authority and evidence-based decision-making at the field level with a particular focus on emergency response and the timely resolution of public complaints or service requests;
- Remain knowledgeable of new concepts to assess and promote innovation; recommend changes to policies that will improve the level of public service; advise the Commissioner of Operations on the impact and implementation of policy proposals affecting Public Works;
- Co-Chair the Transportation Standing Committee of Council;
- Adopt the responsibilities of the Traffic Authority if appointed by Council;
- Adopt the responsibilities of HRM's Chief Engineer if appointed by the CAO;
- Perform other related duties as assigned.

## **QUALIFICATIONS**

### **Education & Experience**

- Master's degree in Engineering or Business/Public Administration from a recognized university and more than seven (7) years of progressive senior leadership experience preferably in a municipal government environment; or an equivalent combination of education, experience and qualifications may be considered.
- Professional Engineer with Engineers Nova Scotia or eligible for registration is preferred.
- Project Management Professional and/or experience in managing large project portfolios is preferred.

### **Technical/Job Specific Knowledge and Abilities**

- Basic knowledge and understanding of solid waste management practices, traffic operations, road safety principles, infrastructure life-cycle maintenance/management, and construction practices.

- Strong ability to manage emergency situations, Incident Command Certification will be required (as provided by HRM).
- High level of knowledge of pertinent legislation including the Nova Scotia Motor Vehicle Act, Nova Scotia Public Highways Act, Nova Scotia Municipal Government Act, HRM Charter and relevant HRM By-Laws.
- Must be proficient with such computer programs such as Microsoft Office and SAP.
- Must have a valid NS Driver's License and be willing to use own vehicle in accordance with the HRM Local Travel Allowance policy.

**Security Clearance Requirements:** Applicants may be required to complete an employment security screening check.

**COMPETENCIES:** Valuing Diversity, Visioning, Strategic Thinking & Innovation, Communication,

**WORK STATUS:** Permanent, Non-union.

**HOURS OF WORK:** Monday to Friday, 35 hours per week.

**SALARY:** Non-Union Level EX1, Salary Band: \$188,950 to \$224,940

**CLOSING DATE:** Applications will be accepted until 11:59 pm on April 18,2024

Please note: We thank all applicants for their interest in this position. Only those applicants selected for an interview / testing will be contacted. During the recruitment process, applicants have the right to request an accommodation.