

Operations Manager

Located in the heart of the Canadian Badlands, the Town of Drumheller is a worldwide tourism destination community serving 8,000 permanent residents and almost 1 million visitors annually.

The Municipality is the largest 'town' in Alberta by land size and spans over 107 square kilometres, this includes the neighbourhoods of Drumheller, Midland, Bankview, Newcastle, North Drumheller, Nacmine, Wayne, East Coulee, Rosedale, and Cambria. The infrastructure services team manages a variety of services and facilities across this vast area, including but not limited to over 220 kilometers of roads and trails, two pools, a recreation center, an arena and multiple other town buildings, several parks, one water and two waste water treatment plants, underground utilities and also supplies water to surrounding counties and communities.

Due to an upcoming retirement, The Town of Drumheller is seeking an enthusiastic, motivated and safety orientated leader to fill the position of **Operations Manager**. As a key member of the Management Team, reporting to the Director of Infrastructure, the incumbent will be responsible for the planning, coordinating and daily supervision of the activities for the Town's Operations department including, roads, bridges, signage, gravel and pavement management, solid waste collection and disposal and recycling services for the Town, open spaces maintenance, roadsides, public walkways, sidewalks, storm sewers, drainage and equipment and building management. They assist the Infrastructure Director in developing and implementing sound initiatives for short and long-term service delivery, oversees the daily activities of staff and contracted services, prepares and manages operating budgets, and undertakes capital projects as required.

The successful incumbent will be a strategic and critical thinker who is passionate about team leadership, continuous operational improvements, innovation and collaboration, both internally and externally.

Required Qualifications

- 5-7 year of progressively responsible experience in a leadership role, preferably in municipal operations and/or public works.
- Level I Public works Supervisor Certification or other management/ leadership certification in a related field.
- Preference given to those either enrolled in or holding a certificate in Engineering Technology or related discipline from a recognized post secondary institution.
- Proven proficiency in mentoring, leading and developing diverse teams within a unionized environment
- Experienced in budget planning and management.
- Strong project management and change management skills
- Excellent interpersonal and communication skills



- Familiarity with Municipal Government Act and other applicable provincial statutes, including OH&S
- Valid Class 3 driver's license, preference Air Brake endorsement.
- Ability to operate and maintain department machinery an asset.

Additional Information

The general hours of work are Monday to Friday, from 8:00 am – 4:30 pm. Additional hours may be required on evenings/ weekends.

The Town of Drumheller offers a competitive total compensation package including salary, vacation, management leave, extended health and wellness benefits package, LAPP pension (effective date of hire), professional development support and an excellent team environment.

The successful applicant will be required to provide verification of education, a satisfactory criminal record check and be willing to relocate to Drumheller. Financial Relocation Assistance may be provided.

The Town of Drumheller values diversity of expertise, talent and opinion which creates an innovative and collaborative environment. We are committed to a respectful and inclusive workplace and welcome applications from all qualified individuals. If you are interested in this challenging and rewarding career opportunity and want to be a leader amongst our professionals in this worldwide destination area, consider making the Town of Drumheller your community and your team!

Interested candidates are invited to submit a resume and cover letter via our [CAREERS site](#).

We thank you for your interest. Only those applicants selected for an interview will be contacted.