



Superintendent Municipal Works Operations

Full-time, Permanent

Location: Medicine Hat, AB (on-site)

In this role, you will be responsible for overseeing the planning, coordination, supervision, and quality control of operations and maintenance programs related to transportation and stormwater infrastructure. Through your leadership and expertise, you will ensure compliance with safety standards, enhance operational effectiveness, and deliver exceptional customer service. This role involves direct supervision of Municipal Works Construction/Maintenance Supervisors and indirect supervision of a team of approximately 40 employees.

APPLY AT: <https://medicinehat.prevueaps.ca/jobs>

- Administer and manage the department's Operations and Maintenance programs, including snow and ice control, asphalt paving/patching, concrete repairs, street sweeping, stormwater drainage, signs/pavement markings, and lane grading.
- Ensure compliance with safe work practices, standard operating procedures, policies, and departmental requirements.
- Prepare, maintain, and manage departmental budgets, fleet requirements, material inventory control, contracted service delivery and scheduling, maintenance and construction tasks, capital programs, and emergency response.
- Supervise, evaluate, and develop both permanent and temporary employees, fostering a customer service-oriented environment.
- Conduct research to implement changes that improve operational effectiveness, financial performance, and regulatory compliance.
- Maintain compliance with environmental, health, and safety policies, ensuring all procedures, equipment, training, and records meet regulatory standards.
- Deliver quality customer service by addressing and resolving feedback from the public and other stakeholders.
- Maintain positive communication with higher-level government departments, external agencies, internal City departments, the public, and staff.
- Perform additional duties as required, including backfilling for the Manager of Operations.

Our ideal candidate:

- Extensive knowledge of civil maintenance and construction principles, practices, procedures, and regulations, particularly in a municipal environment.
- Familiarity with Provincial, Environmental, and Occupational Health and Safety Regulations and the City's Health, Safety and Environmental Management System.
- Proven leadership skills with the ability to foster a cooperative and constructive work environment.
- Strong planning, supervisory, coordination, and scheduling abilities.
- Ability to ensure compliance with design specifications and standards.
- Effective problem-solving skills and the ability to develop creative solutions.
- Excellent interpersonal, team building, customer service, and communication skills.
- Knowledge of corporate purchasing policies, contract tender principles, municipal budgeting, and financial management procedures.
- Proficiency in Microsoft Office, engineering and geographical information systems, database applications, and ERP systems.

Qualifications:

- Successful completion of a two-year Technical Diploma in Civil Technology from a recognized post-secondary institution.
- Six years of directly related experience, including four years in a supervisory role.
- Membership in the Alberta Society of Engineering Technologists (ASET), or eligibility to become a member.
- Valid Class 5 Driver's License with an acceptable driving record.
- An equivalent combination of management-approved training and experience may be considered.

Why join us?

- **Work/Life Balance:** Enjoy a high quality of life with a low cost of living. Our workplace is productive, engaged, and diverse.
- **Make a Difference:** Contribute to employee growth and foster a culture of continuous learning and professional advancement.
- **Collaborative Environment:** Work with passionate professionals dedicated to achieving excellence and driving positive change.
- **Career Growth Opportunities:** Access ongoing training, development programs, and advancement opportunities to support your professional growth.
- **Competitive Benefits Package:** Enjoy a comprehensive benefits package, including a competitive base salary, health, dental, retirement plans, and more.
- **Competitive rate of pay:** Starting at \$104,440/year.
- **Relocation Available**

We thank all applicants; however only those shortlisted will be contacted.

