

Employment Opportunity

Manager, Infrastructure Services Permanent Full-Time

The Administration of the Town of Morinville prides itself on building on the rich heritage in creating a lasting legacy for Morinville, and does so with service, integrity, and commitment at the heart of our work. We are seeking a full time Manager, Infrastructure Services who will deliver on such a legacy through their work as we enter an exciting time of transformation and change. Reporting to the General Manager of Community & Infrastructure Services, the Manager oversees the planning, direction, management, and evaluation of Public Works operations, staff, and activities related to municipal infrastructure. This includes the maintenance and development of roads, water distribution systems, wastewater collection, storm drainage, vehicles, equipment, and building maintenance. The role involves leading capital planning efforts, supporting capital project delivery, and coordinates assigned activities with other Town departments and external agencies. Additionally, the Manager provides oversight for municipal engineering and coordinates with external engineering services as required.

Key Responsibilities:

- Develops, recommends, and implements Infrastructure goals and strategies to achieve the Town's goals identified in the strategic and department business plans.
- Provide civil engineering oversight, review planning documents for alignment with Town priorities, coordinate external consultants, assist with operations and capital projects, review developer submissions, oversee developer site work, and update infrastructure data for the Levy Model annually.
- Develop a program evaluation framework to assess program strengths, identify areas for improvement, and ensure the effectiveness of services and initiatives.
- Oversee operations, program and service delivery, and establish policies, practices, procedures, and standards for public infrastructure, including the preparation and effective management of the annual budget.
- Support the asset management program for all Town infrastructure, including roads, trails, and utilities.
- Provide leadership and supervision to staff, manage hiring, performance, and development processes, ensure compliance with the Union Agreement, and foster a positive work culture through strategic communication and workforce planning.
- Ensure staff compliance with OHS regulations and internal policies, participate in health and safety committees, oversee safety practices, incident reporting, and inspections, manage commercial vehicle safety, and ensure readiness for the annual COR Audit.

Requirements:

- Bachelor's Degree in Civil Engineering with a P.Eng designation and at least 5 years of relevant experience; or a Certified Engineering Technologist (CET) in Civil Engineering with a minimum of 7 years of experience. *Equivalent combinations of education and experience will also be considered.*
- A minimum of 7 years professional experience, including at least 3 years in a progressively responsible supervisory role, preferably within a unionized environment.
- Practical knowledge and understanding of Municipal policies, procedures and processes as well as a working knowledge of water, wastewater, drainage, infrastructure maintenance and construction management.
- Previous experience working within a municipal environment.
- Experience with public procurement processes and contract drafting.
- Proficient with computers, including MS Office.
- Excellent time management and organizational skills; ability to manage multiple tasks concurrently to meet deadlines.
- Strong written and interpersonal communication skills with attention to detail and a high level of accuracy.
- Satisfactory Criminal Record Check required prior to commencement of employment.

Compensation/Hours of Work: Annual salary range of \$122,292 to \$146,023 (7 Step Grid), based on a 35-hour work week. We offer a comprehensive benefits package including Pension, professional development opportunities, and a supportive work environment.

Application Deadline: Friday, October 4, 2024, at 12:00pm (noon).

**Submit resume and cover letter quoting
"Comp #202438-MIS" to:**

Human Resources, Town of Morinville
10125 100 Avenue, Morinville, AB T8R 1L6
Email: hr@morinville.ca | Fax: 780-939-5633 | Web:
www.morinville.ca

We thank all applicants for their interest; however, only those under consideration will be contacted.

The Town of Morinville values and supports diversity and inclusion in the workplace and encourages all qualified individuals to apply. Accessibility accommodations are available on request for candidates taking part in all aspects of the selection process.