

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: DIRECTOR OF MUNICIPAL OPERATIONS
	Union / Non-Union: NON-UNION	Classification Type: FULL-TIME
	Salary Classification: RANGE 8	Approval Date: JULY 24, 2023

General Job Responsibility

Director of Municipal Operations shall be responsible for managing the administration and operation of the Municipal Operations Department, overseeing all municipal infrastructure for the Municipality as Municipal Engineer including working with Council and staff, community groups and businesses, safely operating water, wastewater, and other public infrastructure, supporting and coaching staff, preparing and submitting compliance reports, developing policies, bylaws and processes for the safe operation of the department, and ensuring the health and safety of their employees. This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

Accountability

This position reports directly to the Chief Administrative Officer.

Specific Job Responsibilities

1. Performs the duties of Municipal Engineer, and is designated as such according to Section 39(1) of the *Municipal Government Act*, including oversight of municipal streets and their use, municipal trees and privately owned trees and other private property that is causing, or has the ability to, create dangerous situations for vehicles or pedestrians along municipal streets, and other such authority as designated in the Act.
2. Acts as the Municipality's Traffic Authority, and is designated as such according to Section 86(6) of the *Motor Vehicle Act* and the applicable policy of Council, being responsible for the review and adjudication of requests for street or lane closures, special event permits requesting use of municipal streets, municipal street signage, pedestrian pathways, and other similar transportation corridors used by vehicles or people as authorized by the Act.
3. Oversees the safe maintenance, operation, and supervision of the Municipality's public water systems, including their required staffing at the Direct Responsible Charge (DRC) level, ensuring all regular testing is undertaken and reporting to Nova Scotia Department of Environment is completed according to legislated timeframes, as well as future maintenance and capital upgrades.
4. Oversees the safe maintenance, operation, and supervision of the Municipality's public sewer systems, including their required staffing, ensuring all regular testing is undertaken and reporting to Nova Scotia Department of Environment is completed according to

legislated timeframes, as well as future maintenance and capital upgrades.

5. Oversees the safe maintenance, operation, and use of the Municipality's public works department's infrastructure including municipally-owned street, parks, playgrounds, trails, sidewalks, stormwater systems, buildings, machinery, equipment, vehicles, and other assets, including their staffing, public and private use, and future capital upgrades or improvements.
6. Facilitates the preparation of tenders, request for proposals, requests for quotations, and other purchasing methods for all required material and equipment acquisitions under their area of responsibility, following municipal, provincial and federal procurement policies and regulations, completing authorized purchases according to budgetary, Council, and Chief Administrative Officer approvals.
7. Collaborates with businesses and community organizations that have a relevant interest or legal agreement with the Municipality related to municipal programs, services, lands or infrastructure, ensuring that opportunities for improving the efficiency of municipal assets is always considered, and cost effectiveness is considered in service delivery, which may include sharing staff, funding, or other resources.
8. Responsible for the development of annual operating, capita, and water utility budgets for the Municipal Operations Department including revenues and expenses, along with the required 5-year capital budget each fiscal year, working in collaboration with other departments where programs, services, and infrastructure may overlap or require mutual involvement or support.
9. Regularly communicates with individual Members of Council to fully understand county-wide or individual municipal district issues, providing timely updates to Council Members of initiatives, or potential projects or issues, in their geographic area, keeping abreast of any sensitive or timing issues related to these local projects in various communities.
10. Annually establishes the priorities and needs of the Municipal Operations Department, and along with other Directors, works with the Chief Administrative Officer to develop an annual strategic priorities strategy and workplan, in conjunction with Council.
11. Determines annual human resource needs for the Municipal Operations Department, planning for retirements, promotions, training, and operational needs to ensure the Department always maintains the required staffing complement to effectively carry out their Department and organizational responsibilities in a timely manner.
12. Implements a county-wide asset management program, including fleet and equipment inventories and maintenance, consistently recording and documenting actions and work activities to minimize liability and risk, while ensuring sufficient quality

and quantities of materials and equipment at all times with long term plans.

13. Ensures they are fully aware and knowledgeable in all municipal policies, especially public works operational policies and collective agreement, facilitating their fair and consistent implementation, answering staff inquiries about interpretation, meeting with individuals or union representatives when requested or required, and responding to grievances within the required timeline.
14. Works alongside the Director of Planning and Inspection Services in the development, interpretation, and implementation of municipal land use and municipal road and public utility servicing requirements and policies, including subdivisions, road construction, right-of-way's, easements, and other land development needs.
15. Oversees the awarding and project management for all municipal infrastructure, including ensuring contracts are signed, insurance and performance bonds are in place, permits are obtained, safety provisions are established and maintained, and cost controls are in place.
16. Responsible for ensuring that all federal, provincial, and municipal statutes, regulations, bylaws, and policies are adhered to consistently, including environmental, solid waste, health and safety, water, and labour standards and codes, including minimum staff training and qualifications to operate municipal infrastructure and equipment.
17. Meets with staff of the Municipal Operations Department individually or in groups on a regular basis to review work plans, address safety issues and training, perform performance appraisals, deal with disciplinary matters, and support a positive and team-based work environment.
18. Fully participates in meetings of senior management and supports other municipal departments with carrying out their legislative and operational duties as required to ensure a county-wide approach to developments and success.
19. Prepares and develops municipal operations resources, training, municipal open houses, policies, bylaws, and processes to support the positive and progressive nature of the Municipality, its staff, facilities and operations.
20. Prepares reports and presentations for the Warden and Chief Administrative Officer on various topics and issues during the year related to engineering, public works and municipal operations as requested.
21. Other duties and responsibilities as may be assigned from time to time by the Chief Administrative Officer.

Qualifications and Expectations

Candidates for this position must possess as a minimum, an undergraduate degree in engineering from a recognized professional engineering school of higher education that is accredited within Nova Scotia, and be designated as a Professional Engineer.

Additionally, the candidate must have a minimum of five (5) years experience working in an engineering field, with preference given to those whose experience is directly or indirectly working with a government organization, or a combination of formal experience and lived experiences in the public sector.

Due to the nature of this position, the employee must have exceptional reading and writing skills, have a positive past working relationship with contractors and union, be fluent with Microsoft Office, and comfortable working in a fast-paced work environment, often with short timelines and high political and public attention. This position will occasionally require work outside of normal office hours including evening, weekends and holidays.