



## Infrastructure Manager

### EMPLOYMENT

Responsible for the overall management of the Infrastructure Department and day to day operations. Provides strategic leadership for the department to ensure quality control, risk management and safety practices are being followed. Develops and implements a strategic annual operational plan. Effectively directs and mobilizes labor and equipment for maintenance of community infrastructure and completion of specific capital projects.

### Essential Functions

1. Assume management responsibility for assigned services and activities of the department including Water Treatment and Distribution; Waste and Wastewater collection and treatment; planning, maintenance, and management of Transportation department; capital projects; and maintenance of community buildings and facilities.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for the department and its assigned programs; recommend and administer policies and procedures, and budget forecast.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures, recommend appropriate service and staffing levels.
4. Plan, direct, coordinate and review the departments operation plan and assign work activities, projects and programs. Review and evaluate work products, methods and procedures. Meet with department staff to identify and resolve problems.
5. Select, train, motivate and evaluate department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and terminations procedures.
6. Oversee and participate in the development and administration of the departments annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
7. Oversee preparations of funding applications from various sources on matters relating to the Infrastructure Department.
8. Recommend, monitor and administer contracts for consulting, construction or other services as necessary.
9. Serve as the liaison with outside agencies on matters related to infrastructure.
10. Prepare and present monthly reports to the Administrator, to Council and other necessary correspondence.
11. Ensure compliance with regulatory requirements, laws, codes and enforcement actions.

### **Job Requirements and Qualifications**

Civil Engineering or accreditation in a similar field or Business Administration designation. Must be computer literate and have experience with Microsoft Office programs. Knowledge of Provincial Regulations and Bylaws relating to Infrastructure and Public Works. Excellent written and verbal communication skills. Skilled in and developing and evaluating staff. Minimum 5 years related management experience.

Please submit Resume and cover letter along with criminal record check, and a minimum of 3 references.

To Brenda Blyan at [administrator@blmetis.ca](mailto:administrator@blmetis.ca)

Fax: 780-689-2024 or drop off at the Buffalo Lake Administration Building

Closing date: February 22, 2019 @ 3:00 pm (no late submissions accepted)