



Infrastructure Manager

FULL TIME EMPLOYMENT

Responsible for the overall management of the Infrastructure Department and its 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 labour and equipment for maintenance of community infrastructure and completion of specific capital projects.

Some 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 construction management of roads; 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.
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 department's 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, quarterly report to Council and other necessary correspondence.
11. Ensure compliance with regulatory requirements, laws, codes and enforcement actions.
12. Respond to and resolve inquiries and complaints from members.
13. Perform related duties as required.

Job Requirements and Qualifications

Civil Engineering or accredited 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. Skills and developing and evaluating staff. Minimum 5 years related management experience.

General

- Criminal Record Check
- Salary is negotiable, depending on experience and education
- Must have valid Alberta's operator's license
- Must be prepared to work overtime hours as required
- Provide a minimum of 3 references with Resume

Please submit resumes to: Pam Cardinal – pcardinal@blmetis.ca or Fax to 780-689-2024

Closing date: March 20, 2020 @ 3:00 pm (no late submissions will be accepted)