



POSITION TITLE:	Municipal Operations Manager
REPORTS TO:	Chief Administrative Officer (CAO)

Primary Duties:

1. Provides leadership, directs, supervises and coordinates the planning, design, construction, and maintenance of all assigned public works, and park areas and staff including: utility locates, public roads, sidewalks, boulevards, laneways, storm water system, drainage, culverts, dust control, hydrants, road rehabilitation and driveways.
2. Maintains a working knowledge of applicable legislation and regulations relating to public works and occupational health and safety.
3. Responds to all public inquiries and complaints regarding public works in a timely, competent and prudent manner.
4. Develops and maintains preventative maintenance schedules and records for all municipal buildings and equipment including mobile and stationary machinery, motors and control systems.
5. Develops and implements a process for preparation of five year capital and annual operating budgets and administers all approved budgets. Monitors, controls and authorizes spending within the limits of the approved budget and policy.
6. Attends meetings of Council, Committees, public hearings, and other meetings as required by Council or the CAO.
7. Prepares reports and provides advice or information to Council and its Committees as required with respect to the department's activities and responsibilities.
8. Recommends tendering of contracts for engineering design, construction or other work as required and reviews and evaluates all bids submitted and recommends the successful bidder.
9. Assists and coordinates with contractors working on projects, observe and report all deficiencies and defects to the CAO.
10. Manages and develops inventories of materials and supplies and ensures suitable records are maintained as required.
11. Ensures machinery, tools and equipment are operated properly, safely and in the manner for which they were intended and prioritizes repairs.
12. Ensures workplace safety is practiced by all employees and conduct building inspections.
13. Performs other duties that may be assigned from time to time.

Skills, Experience and Qualifications

- The incumbent shall have a Grade 12 Diploma, previous public works, utility management and operating experience, and a valid Manitoba Class 3 with air endorsement Driver's license,
- A clear Criminal Records Check is required and the ability to successfully pass a medical examination of which the results shall be provided to the Municipality.
- Computer literacy skill with proficiency in Microsoft Office and other Software applications as required.
- Effective oral and written communication skills and competent public relations and problem solving skills.
- WHMIS training and Heavy Equipment Operator Certification would be an asset.
- Knowledge of the municipality would be considered an asset.



- Demonstrated proficiency in English, both written and verbal.
- Ability to operate and train other on quipment, such as grader, loader, gravel trucks and miscellaneous tools and equipment.
- Basic knowledge of mechanical repairs.
- Ability to provide directions and supervision for subordinates.
- Ability to work as a team player within the department and overall organization.

Accountability

Under the general direction of the Chief Administrative Officer, the incumbent is responsible for planning, organizing and directing all public works and infrastructure functions including public works and utility operation and maintenance.

The position is generally performed under minimal supervision, with considerable independent judgement and action required in matters which are within the framework of established procedures. May require hands-on work from time to time.

The position has the authority to proceed to the written warning stage of the progressive discipline system for department employees. Actions could result in a major loss of time or resources and have a serious impact on the Municipality's public image.

Ensures compliance with all environmental regulations and statutes as determined from time to time from various regulatory bodies both federal and provincial including but not limited to solid waste management, wastewater and potable water management.

This position requires the ability to deal with residents and the public in a courteous and respectful manner.

Unique Position Requirements

- Work week and schedule may vary.
- Working conditions contain moderate risks which require planned safety precautions for limited periods of time and may be subjected to inclement weather when conducting site inspections.
- Knowledge of current legislation (workplace safety & health, employment standards), understanding of municipal budgeting and knowledge of road construction and drainage systems.
- Knowledge of the Occupational Health and Safety Act.
- Being available for all Public Works Emergencies where required.

Incumbent



Chief Administrative Officer

Date

APPROVED: May 2018

REVISED: