



MUNICIPAL OPERATIONS MANAGER

Riverdale Municipality is seeking applications for a Municipal Operations Manager commencing June 2023

The Municipal Operations Manager is responsible for the day to day operations of the Public Works Department, overseeing the Municipalities' Transportation Department, and providing support for the Utilities Department. The candidate will also be responsible for managing the landfill operations, and the operation & management of parks & recreation spaces.

The successful candidate should possess a high level of maturity; proven management and leadership skills in developing an effective and efficient team; excellent communicator; strong analytical problem solving and conflict management skills; leads by example; shows respect and support for others & the goals that are set out from management. Exhibits positive and professional attitude to keep building a strong team.

Skills and Qualifications

- Provides direction, leadership and guidance to the Public Works and Utility Personnel
- Ensures current infrastructure and equipment are repaired and maintained
- Assists in development of plans for future infrastructure
- Prepares and submits regulatory reports as required
- Ensures all Workplace Safety and Health requirements are being met
- Schedules and facilitates staff training requirements
- Oversees staff purchasing and inventory control
- Assists in the preparation of/and manages the annual budget and capital requirements for the department

Requirements/Competencies

- Must have a minimum 5 years experience in management or high level supervisory role
- Basic ability with Windows, Email, MS Word and MS Excel
- Valid Manitoba Class 3 with air endorsement Driver's license
- Level 1 Provincial Water and Waste Water Program would be an asset
- Industry experience performing public works, especially roads and services in a municipality or related environment, including: road maintenance, road repairs/restoration (paved and unpaved), and general earth work
- Knowledge of motor graders, loaders, and other equipment is important (ability to operate and train on this equipment would be considered an asset)
- Post secondary education in civil engineering, business management, or heavy-duty mechanics would be an asset but not required
- Project management knowledge and experience would be an asset
- Strong time management and organizational skills
- Collaborative and a team player; has the ability to be a contributing member of the Senior Management Team demonstrating strategic & operational leadership and innovation skills

Compensation

The Municipality offers an excellent benefits package; a competitive salary commensurate to previous experience and qualifications; and participates in the Municipal Employee Benefits Plan & Association of Manitoba Municipalities' Manitoba Blue Cross Group Health Plan.

A more comprehensive job description is available upon request. Interested candidates should submit a cover letter and resume with three references. **Applications will be accepted until the position has been filled.**

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Incomplete applications will be rejected.

We thank all that apply; however, only those selected for an interview will be contacted.