



**City of Pembroke
OPERATIONS DEPARTMENT**

Manager of Operations

Position Summary:

Reporting to the Chief Administrative Officer, the Manager of Operations is responsible for planning, administration and management functions of the Department, including responsibility for City streets, water and sewer functions, civil works construction and waste management. Provides or directs engineering design of municipal services and projects, contract administration of municipal infrastructure renewal projects, and manages inspections of new subdivision servicing works.

The Manager of Operations supervises a staff a 6 direct reports and 25 plus indirect reports. The Manager of Operations is responsible for developing and managing an operating budget of 6 million dollars plus capital of approximately 14 million dollars annually.

Qualifications:

- (1) Minimum of five (5) years managerial and supervisory experience in a municipal setting.
- (2) Minimum of Civil Engineering Technologist (C.E.T.) designation.

The successful applicant will be an articulate presenter, with highly effective analytical, communication and organizational skills. They will also demonstrate outstanding leadership and motivational skills in order to inspire departmental staff. A university degree in civil engineering and registration as a Professional Engineer with the Association of Professional Engineers of Ontario will be considered an asset, as well as experience with asset management.

The successful applicant will also be a self-starter with problem solving skills and excellent interpersonal, communication and customer relations skills to interact with internal and external customers at all levels.

Hours of work:

1820 annually (35 hours a week) plus overtime as required in support of operational requirements

Salary Range (2016 rates)

\$101 000 - \$123 000 plus a full benefit and pension package

Applicants are invited to submit in confidence a detailed cover letter and resume by 4:00 on **Friday August 11, 2017 to:**

Ms. Cindy Van Loan
Human Resources Coordinator
City of Pembroke
1 Pembroke St. East, Pembroke, ON K8A 3J5
Fax: 613-735-3660
cvanloan@pembroke.ca

City of Pembroke
Job Description

TITLE:	Manager of Operations
DEPARTMENT:	Operations
REPORTS TO:	Chief Administrative Officer

EDUCATION & EXPERIENCE:

- (1) Minimum of five (5) years managerial and supervisory experience in a municipal setting.
- (2) Minimum of Civil Engineering Technologist (C.E.T.) designation.

Note: A university degree in civil engineering and registration as a Professional Engineer with the Association of Professional Engineers of Ontario will be considered an asset.

SKILLS & ABILITIES:

- (1) Understand and utilize the principles and practices of municipal works administration including personnel training, supervision, discipline, and performance evaluation in a unionized environment.
- (2) Demonstrated experience with municipal infrastructure requirements including roads, drainage infrastructure, sidewalks, waste management, fleet operations, water treatment and distribution, wastewater treatment and collection, and parks and recreation facilities.
- (3) Must possess highly effective interpersonal, communication, and organizational skills and demonstrate strong leadership, motivation, team-building and conflict resolution skills.
- (4) Exhibits a high standard of initiative, self direction and self discipline. Displays a commitment to personal professional development.
- (5) Ability to interpret and apply pertinent legislation, regulations, policies, codes and municipal by-laws pertaining to municipal infrastructure, including but not limited to: the Occupational Health & Safety Act, the Highway Traffic Act, and the Environmental Protection Act
- (6) Knowledge of principles and practices of asset management, budget development, administration and monitoring.
- (7) Proficient in the use of computer applications including Microsoft Word, Excel, Outlook, and working knowledge of CAD, GIS and ACCESS software.
- (8) Demonstrate proficient project management, presentation and report writing skills - research, analyze, interpret, compile and evaluate issues, make appropriate recommendations for action.

GENERAL SCOPE OF RESPONSIBILITIES:

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GENERAL SCOPE OF DUTIES:

- (1) Preparation and administration of the departmental operating and annual capital budgets within approved limits
- (2) Participate in the development and implementation of policies, goals, objectives, standards and priorities for the department.
- (3) Plan, direct, coordinate, organize, supervise and evaluate the departmental operations, and the allocation of resources; including personnel administration in conjunction with the City's Human Resources Department.
- (4) Demonstrating leadership to motivate and maintain high morale; assign, supervise, train, discipline and evaluate staff.
- (5) Coordinate departmental activities and programs with other city departments and divisions and with other government agencies.
- (6) Analyze problems, develop and evaluate alternative solutions, make recommendations, implement approved course of action in spirit with which it was approved.
- (7) Direct and participate in the preparation of a variety of technical and departmental activity reports and records.
- (8) Represent the department to outside agencies and organizations; Represents and/or ensures that the Corporation is represented at hearings where proceedings deal with matters under the incumbent's jurisdiction.
- (9) Build and maintain positive working relationships with co-workers, other city employees and the public using principles of good customer service.
- (10) Provides technical guidance to CAO, Council, and Committees and sits on committees as required.
- (11) Completes and/or directs the preparation of engineering designs for roads, sidewalks, water mains, sanitary sewers, storm sewers, parking facilities and other related municipal projects. Prepares specifications for tender packages and provides contract administration.
- (12) Provides guidance in the ongoing system analysis of the water, sewer, road and storm water management systems and recommends improvements of same.

- (13) Reviews and comments on subdivision development applications and servicing submissions; participates in subdivision servicing approvals and construction inspection.
- (14) Performs such other duties necessary to maintain the continuity of Departmental functions for the Corporation.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

Hours of Work: Monday – Friday (35 hours per week) = 1820 hours/year
plus overtime as required in support of operational requirements

The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals. During the recruiting process, accommodation for applicants with disabilities is available upon request.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of The Municipal Act, RSO 2001, and will be used in accordance with The Municipal Freedom of Information and Protection of Privacy Act for employment purposes.