

GREENVIEW, ALBERTA

JOB TITLE:	ASSISTANT MANAGER, OPERATIONS
DEPARTMENT:	INFRASTRUCTURE & PLANNING
LOCATION:	Administration Offices – Valleyview Alberta
SALARY:	
STATUS:	Filled, Interim, Vacant, On Hold, Future Position (available options)

SUMMARY:

Reporting to the Manager, Operations, Infrastructure and Planning, the Assistant Manager , Operations is responsible for assisting in managing the overall operations, and the effective and successful management of labour, productivity, quality control and safety measures as established and set for the Operations Department.

SUPERVISORY RESPONSIBILITY:

- Supervisory responsibilities including staffing, training, performance reviews, daily report assessments, coaching, advising and disciplining.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Major

- Assists with coordination and assignment of work related to road maintenance, graveling and crushing, and oversees the progress of assigned projects and activities.
- Communicate job expectations: planning, monitoring, appraising and reviewing job contributions of staff.
- Develop operations systems by determining supplies handling (ie:.bulk chemicals, grader blades, parts, road supplies etc) and storage requirements: develop processes for receiving product, equipment utilization, inventory management and shipping.
- Manage relationships with key operations vendors.
- Track vendor pricing, rebates and service levels.

- Communicate customer issues with the operations team and devise ways of improving the customer experience, including resolving problems and complaints.
- Enhance the operational procedures, policies, systems and principles in the areas of information flow and management.
- Monitors the work and performance of contractors and consultants performing maintenance and operational services. Provides recommendations and information to the Manager, Operations on results obtained.
- Assists with the preparation and monitoring of annual budgets, long term financial plans, and cost estimates for all areas of responsibility.

Occasional

- Recommends purchases of new equipment in accordance with purchasing policies to the Manager, Operations.
- Involved in coordinated responses to emergencies related to infrastructure in consultation with the Environmental and Emergency Services Coordinators.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- Post-secondary education in a Civil Engineering related field and / or Public Works related training, or a combination of equivalent education and experience.
- A minimum 5 years progressive Public Works supervisory and management experience.
- Progressive experience in operational environments involving municipal infrastructure and program performance management.
- Ability to develop and sustain high performing teams while working collaboratively with Senior Management and other municipal departments to optimize program performance, accountability, and overall service delivery.
- Must demonstrate a working knowledge in areas of legislation pertaining to roads, winter maintenance, Occupational Health and Safety, and all other applicable legislated regulations and acts.
- Demonstrated ability for effective and efficient service delivery.
- A commitment to workplace health and safety and demonstrated success in developing a “safety” culture in an operating environment.
- Experience in the usage of road maintenance equipment would be an asset.
- Class 5 driver’s license.

SKILLS REQUIRED:

- Proficiency with Microsoft Word and Excel.
- Exceptional leadership skills.
- Ability to think strategically and the ability to develop long range plans.
- Ability to develop and maintain effective customer relationships.
- Effective conflict resolution skills.
- Strong interpersonal and writing skills.
- Familiarity with databases and geographic information systems.
- Basic accounting skills and familiarity with finances and budgets.
- Must be self-motivated, and able to work with minimal supervision.
- Ability to interpret, implement and adhere to organizational policies and procedures.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of computer and telephone.
- Long periods of sitting, good lighting, temperature and noise control.
- Occasional lifting (maximum 50 pounds), site visits and inspection of projects.
- Subject to working in outdoor environment – heat, cold, dry, dusty and / or wet conditions as well as insects, bees and wildlife.
- Use and operation of a vehicle.
- Normal working day consists of 7.5 hours; however occasional overtime or weekend work may be required.

HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.
- Required to wear correct Personal Protective Equipment as per safe job procedures.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

JOB POSTING INFORMATION:

Interested candidates may submit cover letter and resume by February 9, 2018 at 4:00 p.m. in one of the following ways:

Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079, Valleyview, Alberta T0H 3N0

Fax: 780-524-3981

By E-mail: careers@mdgreenview.ab.ca

Website: www.mdgreenview.ab.ca