



EMPLOYMENT OPPORTUNITY

5303 50th Avenue, Lamont AB T0B 2R0

P: 780-895-2233 F: 780-895-7404

Operations Manager Infrastructure Services (Full-Time, Permanent)

Lamont County is a great place to work!

Lamont County is located less than 45 minutes east of Edmonton and is part of *Alberta's Industrial Heartland*. With a population of over 4,000 and a service area of over 9,500 residents, we contribute to over 40 major industrial companies and investments of over \$45B. The county is adjacent to Strathcona County and the City of Fort Saskatchewan, as well as many important municipalities in the region.

We are the *Cradle of Ukrainian Settlement in Canada*, including the honour of having the first Ukrainian settlers in Canada, and over 40 historical churches—the county is designated the *Church Capital of North America*.

We are seeking an experienced and highly motivated individual to join our team. Reporting to the Director of Public Works, the *Operations Manager, Infrastructure Services*, is responsible for planning, overseeing, and implementing roadway services.

The Operations Manager partners with staff and the community at large creating productive and sustainable relationships providing essential services through diplomatic interaction with the public. They will ensure adherence to health & safety, in-service training, performance management, and County policies.

The role includes responsibility for providing leadership in the performance management of activities related to the execution of construction and operations work within the Municipal Infrastructure sector. This includes planning and programming development, cost control, materials management, contract/work force administration, safety/incident prevention, quality control, security, and change management. If you have a successful track record and thrive on challenges in a fast-paced environment, this is a great opportunity for you. Day-to-day work could include office and field duties as follows:

- Assisting with various Engineering design work for municipal infrastructure projects.
- Coordinate and participate in site and facility inspections.
- Coordinate and supervise survey crews, material inspectors & contractors.
- Preliminary engineering of new projects and existing assets for rehabilitation.
- Detailed design and design checks of municipal infrastructure projects.
- Preparation of tender documents.
- Construction and post-construction engineering.
- Contract preparation and administration, including RFI's, NCR's and Change Orders, etc.
- Liaise with existing clients, involvement with proposals and project presentations.
- Ensuring construction work is executed as per engineering drawings & specifications.

QUALIFICATIONS AND REQUIREMENTS:

- Mid-level Technologist/Engineer: with designation or capable of acquiring, P.Eng. or P.L.(Eng.), or with designation or capable of acquiring, C.E.T or PTECH.
- 8+ years in consulting and/or municipal government background.
- Proficient computer skills, specifically in Microsoft Office applications.
- Demonstrated ability to effectively supervise and provide positive leadership to staff.
- Maintain courteous relations with rate payers, agencies, contractors, council.
- Working after hours and emergency callouts required from time to time.

As the ideal candidate, you have the following:

- Five years progressive supervisory and leadership experience with the ability to mentor, coach and inspire others.
- Experience successfully managing capital and operating budgets in a municipal environment (or similar).
- Demonstrated skills and the ability to balance multiple priorities to bring projects to completion using sound judgement and initiative.
- Exceptional communication and professional relationship building skills, demonstrating tact and diplomacy to establish trust and credibility building strong and successful working relationships with both internal and external stakeholders.
- Strong computer skills including but not limited to, Microsoft Office 365 Suite, AutoCAD, budget, and other software programs. Experience with Cityworks would be an asset.
- Extensive knowledge of provincial policies and federal regulations for municipal infrastructure.
- Awareness of political sensitivities, excellent negotiation, facilitation, and conflict resolution skills.
- Practical knowledge and understanding of Municipal policies, procedures, and processes as well as a working knowledge of roads, drainage and parks infrastructure maintenance and construction management.
- Ability to mediate and problem solve multifaceted situations.
- Preference will be given to candidates who have experience with municipal government Demonstrated experience supervising municipal infrastructure construction is required for this role.
- Ability to communicate effectively, both verbal and written at multiple levels of an organization.
- Effective people management skills required for this role.
- Must have a valid driver's license and vehicle.
- Experience with Site Safety management is considered an asset.

Lamont County is committed to protecting the health and safety of its employees, residents and visitors to Lamont County worksites as governed by the County's Health & Safety Program. A driver's abstract and criminal record check are requested as a pre-condition upon employment.

What we offer?

- We are a growing municipality that is focused on energy, agriculture, and tourism.
- Staff engagement and satisfaction are crucial to our success. Our leadership team values your voice and input and welcomes feedback.
- We support local charities and the Lamont County foodbank.
- We are connected to each other and access to other employees is easy for advice, support or answers (both in person and virtually).
- Parking is free at our administration and public works/agriculture services buildings, located within the town of Lamont.
- We have a defined benefit pension plan, a competitive health and dental benefits plan, education and membership opportunities, three weeks vacation to start (inclusive of statutory holidays), and a friendly team environment that allows work from home when practical.

Lamont County: *Make it Safe! Make it Personal! Make it Home!*

Lamont County thanks all applicants for their interest. However, only those who have been selected for an interview will be contacted. All resumes are retained on file for a period of six months.

Please forward your application in one of the following ways:

Email: hr@lamontcounty.ca | Website: www.lamontcounty.ca/careers