

GREENVIEW, ALBERTA OPEN COMPETITION

JOB TITLE: Assistant General Manager
DEPARTMENT: INFRASTRUCTURE & PLANNING
LOCATION: Administration Offices – Valleyview, Alberta

SUMMARY:

Reporting to the General Manager, Infrastructure & Planning (I & P), the Assistant General Manager, I & P is responsible for the following:

- Undertake planning, design and construction administration for infrastructure projects including roads, bridges, water & waste water facilities, storm water management, water pump stations & reservoirs, sanitary lift stations, system hydraulic analysis, and shallow utilities.
- Assist General Manager, I & P in day to day operation of the department.
- Provide Leadership and support to the infrastructure and planning functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Liaise with the Construction & Maintenance Manager, Operation's Manager and the Environmental Services Manager to stay informed of current and foreseeable issues and provide the necessary advice and support.
- In his/her absence, act as General Manager, Infrastructure & Planning.
- Prepare environmental assessments, engineering studies, design briefs, technical reports, and provide approval for the municipal infrastructure and servicing projects.
- Undertake design reviews and oversee project management of municipal and transportation projects including the water supply and distribution systems, pump stations, sanitary and storm sewer systems, site grading, roads and bridges.
- Ensure the project's needs and requirements are met in a timely and effective manner.
- Analyze available condition rating data pertaining to assets (condition, age and cost) to determine an optimal plan for future operational requirements, renewal and replacement.
- Assist with the development of sustainable financial models for asset life cycle costing under a variety of scenarios.
- Perform tender reviews and provide contract administration for the successful deliver of projects.
- Review oil filed activities and submit the appropriate approvals
- Maintain accurate project documentation including work schedules, operating budgets, cost control processes and work procedures.
- Develop and maintain good working relationships with various clients and stakeholders.
- Liaise with various regulatory authorities, consultants and contractors.
- Maintain effective communication with various stakeholders, internal team members, ratepayers and general public to ensure timely flow of information and actions.
- Attend Regular Council Meetings as required

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- B.Sc. in Civil Engineering or Civil Technology program with appropriate combination of education and experience.
- Registration with APEGA or ASET (P. Eng. or P. Tech)
- 5 - 10 years of previous project management, contract administration and construction supervision experience.
- Working knowledge of asset planning and life cycle management
- Class 5 driver's license.

SKILLS REQUIRED:

- Proficiency with Microsoft Word and Excel. Familiarity with AutoCad.
- Ability to work with asset management and GIS systems.
- Excellent communication and interpersonal skills.
- Use and operation of a vehicle.
- Ability to interact well with, and respond to inquiries from employees, management, council and ratepayers.
- Must be self-motivated, and able to work with minimal or no supervision.
- Demonstrated leadership abilities.
- Excellent organizational and management skills

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Office environment.
- Extensive use of computer and telephone.
- Long periods of sitting, good lighting, temperature and noise control.
- Hazards associated with working in an office environment.
- Occasional working in outdoor environment where exposed to various weather conditions and associated hazards.
- Normal working day consists of 7.5 hours; however occasional overtime 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.
- 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.

HOW TO APPLY:

Interested candidates may [submit cover letter and resume](#) in one of the following ways:

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

Fax: 780-524-4307

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

[This position will remain open until a suitable candidate is found.](#)

We sincerely thank all applicants, however, only candidates selected for an interview will be contacted.