

Operations Manager



RM of EAST ST. PAUL

Reporting to the CAO of the Rural Municipality of East St. Paul, The Operations Manager oversees the Water and Sewer Utilities, the Public Works division, and the Public Services/Facilities division including municipal roads and drains, and oversees the operation of all parks and recreation facilities in the RM. The Operations Manager works collaboratively with the Assistant Operations Manager on day to day operations as well as on broader planning and organizational tasks.

As the successful candidate, you possess an in-depth understanding of municipal operations and policies along with an ability to effectively communicate with staff, citizens, and Council.

RESPONSIBILITIES

- Establish work priorities and schedules
- Recruitment, supervision, training and performance management
- Maintain detailed records and files on maintenance activities and costs, inventory of facilities and equipment including condition reports
- Comply with provincial regulations respecting transfer stations
- Schedule projects and develop cost estimates for use in budgetary projections
- Respond to all emergency call outs as required
- Co-ordinate plans with other departments as required to ensure continuity of services
- Ensure inspections of streets, roads, drains and municipal recreation facilities for possible deterioration are completed and the necessary maintenance and repairs are carried out
- Ensure snow clearing of streets and roads is completed in accordance with municipal policy
- Develop a detailed plan to address maintenance equipment requirements
- Develop a detailed plan to identify present and future infrastructure servicing and facility requirements, including preventative maintenance schedules and programs
- Ensure the provision of safe and efficiently run recreation facilities
- Oversee the animal control operations of the municipality
- Respond to general enquiries and complaints from the public
- Prepare reports and recommendations for Council as required

REQUIREMENTS

- Knowledge of construction and maintenance techniques, equipment and heavy machinery operations, safe use, operation and preventative maintenance of various equipment
- Knowledge of municipal policies and procedures pertaining to community services, street and drainage system construction, maintenance and improvement
- Experience in working with AutoCAD and a GIS system
- Personal initiative balanced by a willingness to follow directions
- Valid Province of Manitoba driver's class five (5) license
- Experience in basic maintenance of equipment
- Certified Engineering Technologist (CET), or suitable combination of education and experience

If you would like more information about this position or the RM of East St. Paul, please visit <http://bit.ly/ESP-OPSMGR> for an organization profile or contact Paul Croteau, Managing Partner, Legacy Bowes Group at (204) 934-8821.

If you believe you can make a strong contribution to this organization as an Operations Manager, please submit your resume in confidence to paul@legacybowes.com quoting position # 153118.



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