

UTILITIES BRANCH MANAGER

Who we are:

Lloydminster is a dynamic, bi-provincial city located in Alberta & Saskatchewan, that boasts vast opportunities, with a commitment to community-based living. We are a thriving economy, with an expanding retail and business sector, and a host of tourism activities. Lloydminster is proud to have been consistently ranked as a top Canadian city to start a business. This entrepreneurial spirit has created a vibrant community for all to benefit. Visitors are welcomed, businesses excel and residents are valued, making Lloydminster a World Class City with unlimited opportunity!

The opportunity available:

The City of Lloydminster currently has an opportunity for a dynamic leader to fill the position of Utilities Branch Manager, within the Planning & Engineering Department. The Utilities Branch Manager is responsible to lead, manage and coordinate the professional, technical and support functions of the utilities infrastructure engineering component of Engineering Service. Specific responsibilities include:

- Lead, manage and coordinate the professional, technical and support functions of engineering related to water, sanitary, storm, and the landfill including master plan studies, functional planning studies, public engagement facilitation, utilities infrastructure data collection and analysis, safety assessments and utilities peer reviews;
- Reviews, and recommends acceptance of various technical studies, designs, drawings, estimates, agreements, applications, proposals or other works submitted by engineering consultants, planners, developers, contractors and others for approval on behalf of the Engineering Department;
- Ensure assignment and completion of projects as per the Water, Sanitary and Storm Drainage Master Plans or any other long term strategic document that may change from time to time and establishes priorities for utilities infrastructure development and improvements;
- Undertake, assign and/or coordinate the monitoring, data collection and recommendations for infrastructure/asset management of water distribution, sanitary collection, and storm drainage systems including storm management lakes, channels;
- Liaison with Government Granting Agencies to secure available funding for various projects;
- Initiate, manage, undertake, plan, design, assign and/or coordinate the project management of capital projects;
- Develop Terms of Reference and prepare Requests for Engineering Qualification, Proposal, Quotation or Tender;
- Supervise and monitor the activities and schedules of consulting engineering firm and or contractors;
- Administers progress payments, inspections, and approves extra work;
- Prepare applications and final project accounting for submission to City Finance;
- Update and maintain the City of Lloydminster Municipal Development Standards and Construction Specifications that relate to water distribution, sanitary collection, and storm drainage systems;
- Streamline and improve processes based on sound engineering principals, maintenance, safety and economics considerations;
- Update and maintain policies and procedures;
- Develop, initiate, and promote new work methods and technologies internally and externally;
- Provide technical expertise and support to other City Departments
- Establish and maintain an effective working relationship with the construction community, engineering consultants, shallow Utilities Groups, government agencies, and other external groups
- Delegate, investigate and respond to numerous customer service requests for engineering issues ranging from routine to complex issues relating to utilities

- Perform other duties as assigned by the General Manager of Engineering Services.

Who you are:

- The successful candidate will be a graduate of a recognized post-secondary Civil Engineering program, or related discipline.
- The typical applicant would possess certification as a Professional Engineer (P. Eng.), a Professional Technologist – Engineering (P.Tech.), Certified Engineering Technologist (C.E.T.) or equivalent; but candidates with a combination of experience and education related to utilities engineering will be considered.
- Has 5 to 10 years related experience, including utilities engineering experience;
- Supervision and management experience, including strong leadership skills;
- Project Management experience;
- Knowledge of municipal infrastructure design, construction, inspection and asset management; and
- Knowledge of municipal government function and applicable legislation and codes, contract law with the ability to prepare, negotiate and administrate agreements.
- Ability to make decisions, provide direction and problem solve engineering issues;
- Proficient with computers and specific knowledge of computer programs for engineering applications;
- Excellent communication, report writing and public speaking skills;
- Strong conflict management, negotiation and inter-personal skills;
- Excellent customer service for general public, internal departments and external agencies;
- Strong organization and analytical skills;
- Good financial management skills both operating budgets and capital projects; and
- Possess a valid Class 5 driver's license.

Closing Date: Open until a suitable candidate is found.

Interested in joining our Team?

If you are looking for an exciting career that gives you the opportunity to draw on your passion and help shape our community, then we want to hear from you. Please tell us more about yourself in writing or by email. Have questions for us about this great opportunity? Please let us know and we will be happy to discuss further.

Cheryl McKechnie

Recruitment & Training Coordinator

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