

EMPLOYMENT OPPORTUNITY

Water Treatment Plant

Utilities Manager

Full-Time / Permanent

QUALIFICATIONS/EXPERIENCE

- Technical diploma in relevant field. Level I Wastewater Treatment Certification,
- Level II Water Distribution Certification,
- Level II Wastewater Collection Certification,
- Level III Water Treatment Certification
- Requires a minimum of 5 years in practical field experience in water and sewer and staff supervision.
- An understanding of Municipal Operations
- Knowledge of the Occupational Health & Safety Act

APPLICATION DETAILS

Please submit a cover letter and resume clearly outlining your education, experience, and qualifications as they relate to this position and submit via email to HR@draytonvalley.ca

Applications can also be mailed to or dropped off at:

Attention: Human Resources
Town of Drayton Valley
5120-52 Street, Box 6837
Drayton Valley, AB T7A 1A1

Applications will be accepted until a suitable candidate is found.



ABOUT THE ROLE

The Town of Drayton Valley is seeking a person to fill the role of Utilities Manager.

The role of the Utilities Manager is to provide coordination, collaboration, and direction to all areas of the Utilities department to ensure commitments and services are delivered to all stakeholders in an effective and efficient manner.

In addition to those duties, the Utilities Manager should anticipate municipal needs in the short, medium and long term and plan, budget and supervise activities in a timely and efficient manner.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

The Town of Drayton Valley is committed to Anti-Racism, equity and inclusion and a safe and harassment-free working environment.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

JOB DESCRIPTION

POSITION: Utilities Manager
DIVISION: Municipal Services
DEPARTMENT: Utilities
REPORTS TO: General Manager of Municipal Services
JOB TYPE: Manager
LOCATION: Water Treatment Plant

GENERAL ACCOUNTABILITIES

The role of the Utilities Manager is to provide coordination, collaboration, and direction to all areas of the Utilities department to ensure commitments and services are delivered to all stakeholders in an effective and efficient manner.

In addition to those duties, the Utilities Manager should anticipate municipal needs in the short, medium and long term and plan, budget and supervise activities in a timely and efficient manner.

This position will provide leadership, coordinate, and supervise all the Utilities staff. The Utilities Manager is to lead by example by adhering to and enforcing all responsibilities as outlined in the current Towns' Policy and Procedures.

This position is an advocate for safety and directs the team as a proactive safety leader. The Manager ensures that all Health & Safety policies, work procedures, rules and relevant directives are followed by all staff and safety is top of mind in all operations.

REPORTING RELATIONSHIPS

This position reports to: General Manager of Municipal Services → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Plan, organize and coordinate the overall operations of the Utilities department.
- Develop and implement plans, goals and objectives while monitoring the departments performance against the annual budget and other indicators.
- Assemble necessary resources to deliver services or solve problems for the Utilities department and when required coordinate for additional resources.
- Prepares and monitors capital and operational budgets annually for approval through the budget process. Ensures budgetary recommendations are for a compliant and efficient operations.
- Works closely with leadership teams to create, review, monitor and update policies and procedures relevant to the Utilities department.
- Aid in the determination of the availability of grants and other forms of funding to support capital projects.

- Ensure performance of required testing and reporting is completed as required by local, provincial and federal governing bodies.
- Provide innovative solutions to streamline processes and create efficiencies in the Utilities department.
- Ensure all employees in the department comply with provincial and municipal safety regulations.
- Sets the example of a safety-first culture by demonstrating a positive and safe work environment. Work with the safety department on enhancing and implementing a public works specific safety program.
- Ensures all safety documents are completed, read, approved, and forwarded to safety in a timely and accurate manner.
- Works closely with the Municipal Services department leaders to develop, host and participate in regular safety and toolbox meetings.
- Ensures the team receives and participates in training and development programs. Including work specific competencies, mentorship and development programs, and safety.
- Provides leadership and mentorship to the team by setting the team up for future success. Including, directing, evaluating the performance of the team. Establishing performance expectations, standards and personal development targets. This includes, conducting performance appraisals and provide measurable feedback.
- Assess and recommend staffing levels and requirements. Hire, train, supervise, and release staff in accordance with personnel policies and the collective agreement.
- Review and approve timesheets, accounts payable, and accounts receivables, related to the department and its capital and operational projects.
- Collaborate with all leadership levels within the organization to complete tasks and projects as required.
- Maintain close liaison with the department head with regards to activities and needs in the Utilities department.
- Advises senior leadership and Town Council on departmental items along with attending senior management and council meetings as required.
- Ensure that personnel are well informed of changes and expectations, through regular and open communication.
- Provides excellent customer service in addressing inquiries from other Town departments, consultants and the public.
- Complete special projects as assigned.
- Other duties as required.

DECISION MAKING ROLE

This position is responsible for the day-to-day operations for the Utilities department. This includes:

- Building and adhering to the Utilities department capital and operating budget.
- Ensuring staffing levels are adequate for maintaining service levels and fulfilling operational needs. This includes hiring, day-to-day and dismissal decisions.
- Responsible for design, contract tendering and contract administering. The Utilities Manager will hire various trades and contractors as required.

MAJOR INTER-PERSONAL CONTACTS

- General Manager, Municipal Services
- Utilities team
- Customers
- Contractors/Consultants
- Public Works team
- Other internal municipal departments
- Council

QUALIFICATIONS AND EXPERIENCE

- Technical diploma in relevant field. Level I Wastewater Treatment Certification,
- Level II Water Distribution Certification,
- Level II Wastewater Collection Certification,
- Level III Water Treatment Certification
- Requires a minimum of 5 years in practical field experience in water and sewer and staff supervision.
- Excellent communication skills and the ability to build positive relationships and trust with staff, Council and the public
- Exhibits high levels of integrity and professionalism.
- Ability to identify and analyze problems while evaluating alternate solutions and make recommendations using a proactive and flexible approach
- Possesses the ability and desire to coach and develop others in interpersonal skills, processes, policies and procedures by providing ongoing feedback, coaching and opportunities to learn through a variety of methods.
- Fosters a mentoring environment by actively engaging in identifying emerging leaders and is personally involved in their development.
- Applies in-depth specialized knowledge, skills and judgement to accomplish the goals of the Utilities department.
- Knowledge of current legislation (OH&S, WCB, employment standards, etc.)

- Valid Class 5 Drivers License