EMPLOYMENT OPPORTUNITY

Director of Operations (Public Works)

Mount Pearl is a vibrant, progressive community with an exceptional quality of community life and a strong sense of home. We are home to 23,000 people who live, work and play here and our economy is dynamic and rooted in innovation and excellence. We are seeking a person who is strategically focused on the continual growth and community development of Mount Pearl.

The role

Reporting to the Chief Administrative Officer, the Director of Operations (Public Works) is accountable to provide strategic operational leadership for the City of Mount Pearl, to plan, coordinate and schedule personnel, materials, and equipment necessary to maintain the City streets, parking lots, water system, sewer system and parks in good working order and sound condition.

As a member of the CAO's Senior Leadership Team, the Director contributes to the effective management of the City, leading development of longer-term policy and management planning to address Council's strategic priorities. The Director of Operations (Public Works) also acts as a liaison with Council's Infrastructure and Public Works Committee, providing expert advice and consultation regarding issues that arise.

The ideal candidate

The ideal candidate has 10-15 years of senior level supervisory experience in an industrial, heavy construction or municipal industry supervising employees, contractors, etc. who operate and/or maintain mobile equipment and other municipal type services. Knowledgeable in health and safety legislation, auditing and health and safety management systems. Formal education and training in occupational health and safety an asset. A Certificate or Degree in Civil Engineering Technology from an accredited Canadian College or University would be considered an advantage. A journeyperson trade in heavy equipment or heavy duty mechanic would also be considered valuable. Possession of the Newfoundland and Labrador water and wastewater operator certification program would be considered beneficial.

Our team is the place for you!

The City offers a respectful, safe and exciting work environment focused on public service, competitive compensation of $120,000 - $150,000 per annum, comprehensive programs in health and wellness, and a defined benefit pension plan.

Application deadline is Wednesday, September 25, at 4:00 pm.

Interested applicants may apply, in confidence, by submitting a cover letter and resume in PDF format referencing the competition number Competition Number: PW-2019-46-Ex recruitment@mountpearl.ca.

The City thanks all interested applicants. Selected applicants will be notified if invited for an interview. To check the status of the competition or view the detailed job description please visit our website at http://mountpearl.ca/jobs/ or contact Human Resources at 709-748-1094.

CITY OF Mount Pearl

JOB DESCRIPTION

POSITION TITLE:	**Director of Operations (Public Works)**
DESIGNATED SUPERVISOR:	**Chief Administrative Officer**
DEPARTMENT:	**Operations (Public Works)**

SUMMARY OF FUNCTIONS:

Reporting to the Chief Administrative Officer, the Director of Operations (Public Works) is accountable to provide strategic operational leadership for the City of Mount Pearl, to plan, coordinate and schedule personnel, materials, and equipment necessary to maintain the City streets, parking lots, water system, sewer system and parks in good working order and sound condition.

As a member of the Senior Management Team, the Director contributes to the effective management of the City, leading development of longer-term policy and management planning to address Council's strategic priorities. The Director of Operations (Public Works) also acts as a liaison with Council's Public Infrastructure and Public Works Committee, providing expert advice and consultation regarding issues that arise.

MAJOR DUTIES AND RESPONSIBILITIES:

Specifically, the Director is accountable to lead a portfolio of operational services on behalf of the City of Mount Pearl, directing cross-service themes and special projects as a member of the Senior Leadership Team. The Director will:

- Manage the City's public works programs in the areas of preventative maintenance, inventory control, sanitation and waste disposal, snow and ice control (SNIC), utility maintenance, parks and recreation, transportation, road and sidewalk maintenance, mechanical support and by-law enforcement.
- Develop a Service Level Agreement for review and approval by Council
- Ensure Operations management staff the experience, knowledge and skills to perform their duties.
- Lead department management by evaluating/monitoring the projects and day to day activities of the department.
- Ensure Standard Operating Procedures are in place, up to date and all employees are knowledgeable.
- Foster effective working relationships based on mutual respect, a collaborative approach to decision-making and accountability to citizen interests.
- Contribute to the development of the City's strategic plan and operational objectives, reporting on meaningful, accurate and timely management, performance and quality service targets.
- Create an open and collaborative working environment that fosters new ideas, innovative solutions, and a commitment to accountable service delivery.

- Focus on employee engagement for all employees in the department and implement the necessary changes to have a workforce that is efficient, effective and responsive to the needs of the department and the City.
- Ensure there is harmonious labour relations between management and union employees.
- Engage in relevant professional learning and development opportunities to build leadership capacity, to facilitate the transfer of knowledge internally and to address operational challenges that arise
- Manage organizational change initiatives, determining and setting goals and priorities based upon organizational mandates and initiatives.
- Provide updates to Council, CAO, citizen groups, individuals, contractors and others regarding infrastructure management plans, service levels and achievements.
- Oversee the development of specifications and bid documents for a variety of operations (public works) related maintenance projects. Recommend contract awards and negotiate contract provisions.
- Provide strategic input in to the budget planning processes as a member of the Senior Leadership Team, advising on the allocation and control of financial resources in relation to operating and capital plans. Maintain overall budget responsibility for the Operations (Public Works) Department.
- Lead the development of an integrated framework to identify, evaluate and treat strategic infrastructure risk across all assets, including potential impact, current controls and action planning against identified concerns.
- In collaboration with fellow Directors ensure the design, implementation and reporting regarding quality assurance, operating and safety plans and procedures to address operational risk and emergency preparedness planning is in place and effective.
- Collaborate with the Director of Corporate Services and the Health and Safety Officer to address Occupational Health and Safety concerns.
- Provide leadership at the regional level, collaborating with strategic partners to develop and implement quality regional infrastructure programs that reflect the interests of the citizens of Mount Pearl.
- Maintain and retrieve information in accordance with the requirements set forth by the Access to Information and Protection of Privacy Act, 2015, and City information management policies and procedures.

Note:
The above statement reflects the duties necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the duties of the job.

SKILLS:

- Knowledge/Experience in:
  - municipal public works such as planning, design, maintenance, and construction.
  - municipal services such as Snow and Ice Control (SNIC) water/waste water systems, garbage collection, recycling garbage collection maintenance of parks and recreational facilities such as baseball and soccer fields.
  - principles of budget preparation and expenditure control. Federal, Provincial and municipal laws and regulations pertaining to public works and solid waste functions.
  - Principles of effective management skills.
  - Evaluating and training staff.
  - Safe work practices.
- Ability to analyze, evaluate, and implement municipal public works and solid waste programs/projects.
- Strong communication skills.
- Ability to:
  - plan, organize and direct the work of employees,
  - analyze organizational and administrative problems,
  - recommend alternative courses of action, and
  - provide leadership to others in implementing such actions,
  - repair and create clear and comprehensive written reports.
- Maintain strong relationships with the City officials, employees, contractors, the general public, and representatives of other agencies.

QUALIFICATIONS:

The ideal candidate has 10-15 years of senior level supervisory experience in an industrial, heavy construction or municipal industry supervising employees, contractors, etc. who operate and/or maintain mobile equipment and other municipal type services. Knowledgeable in health and safety legislation, auditing and health and safety management systems. Formal education and training in occupational health and safety an asset. A Certificate or Degree in Civil Engineering Technology from an accredited Canadian College or University would be valuable. A journeyperson trade in heavy equipment or heavy duty mechanic would also be considered an asset. Possession of the Newfoundland and Labrador water and wastewater operator certification program would be considered beneficial.

Chief Administrative Officer

September 13, 2019