MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Operations Manager

Engineering & Operations Department

Overview

The Operations Manager develops, coordinates, and oversees the completion of capital projects. This position also manages the operations of the Public Works Departments and provides technical mentoring to the Operations Supervisors.

This position will play a key role in developing the Municipality's asset management plan.

Positions reporting to the Operations Manager include: Springhill Operations Supervisor, Parrsboro Operations Supervisor, and Upper Nappan Operations Supervisor.

This position reports to the Director of Engineering & Operations.

Behavioural Competencies

Behavioural competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. The core competencies required by this position include:

Analytical Thinking	Accountability	Working Strategically
Customer Service	Communication	Leading & Developing Others

Key Responsibility Outcomes

Planning and Accountability (Self and Others): - the leader for planning that engages the team as well as internal and external clients, which will support successful customer service

- Create and manage budgets, schedules, contracts, and reporting for capital projects. Participate in the design, development, and inspection of technical projects for engineering operations, as required.

- Assist in the development and implementation of policies, standards and procedures for the engineering and technical work and/or services performed.

Technical leadership and responsibility – lead a team that applies and develops the skills necessary to discharge the technical assignments of the team in a cost efficient and effective

- Assign, coordinate, and review the technical work of the department and project teams.

- Provide engineering and technical support to Parrsboro, Springhill, and Upper Nappan water treatment plants (WTP), wastewater treatment plants (WWTP), and Public Works.

Reporting and Data – maintain, apply and record data that support team and corporate effective decision-making

- Prepare specifications, explain proposals, and present engineering reports and findings to the Director of Engineering & Operations, as required.

- Provide annual as well as other required reporting including water and wastewater treatment plant compliance. Mentor WTP and WWTP operators in the completion of required reporting under the Operating Permit.

- Seek out and procure third party funding sources and collaborators to assist with the completion of capital projects.

- Develop and maintain infrastructure asset management plan. Provide data and technical assistance for the management and curation of the GIS database.

People Leadership, Communication and Management – create a strong team that collaborates with others and supports Municipal direction and strategy

- Oversee development and maintenance of staff competence in required areas and mentor staff.

- Supervise procurement, consultants, and contractors to facilitate the completion of capital projects, as assigned by the Director of Engineering & Operations.

- Promote a positive work environment for all staff utilizing municipal human resource tools and policies. Ensure a spirit of teamwork exists by promoting the benefits of collaboration and consultation within the department and municipal staff.

Health and Safety – act with others inside and outside the team to create effective health and safety plans

- Responsible to develop a work plan, and the business processes and systems that will ensure team and public safety, including the contractors and partners of the Municipality.

- Create a plan for site and project work as well as the regular duties of the team, to ensure protection of health.

- Develop and support safe work practices and implement and monitor compliance associated with departmental occupational health and safety program. Ensure site risk management and all work is conducted in a cost effective manner and in the best interest of the Municipality.

- Select and use tools and equipment that meets the safety, cost, effectiveness, and operational needs suitable for the work undertaken by the team.

Qualifications

A degree in engineering and registration as a Professional Engineer (P. Eng.) by the Province of Nova Scotia.

Extensive experience in municipal engineering design and project management.

Must be self-motivated and possess demonstrated supervisory skills and coaching.

Local government experience considered an asset.

Experience managing staff in a unionized environment considered an asset.

Must possess driver's license that is valid in Nova Scotia with current Driver Abstract Report and Criminal Record Check.

Demonstrated knowledge and ability to utilize Microsoft Office and facility instrumentation.

WHIMS, First Aid, Traffic Control Person, Fire Extinguisher use, Defensive Driving, Excavation Safety, Fall Restraint, Temporary Workplace Signer, Workplace Inspections, Due Diligence for Supervisors, Lockout and Confined Space and Advanced Incident Investigation certification required (or willing to obtain within 12 months or as training available).

municipality of cumberland

Terms and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.

Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
$61,403	$64,473	$67,544	$70,614	$73,684	$76,754