



CAREER OPPORTUNITY

Position Title:	Manager of Operations – Assistant Director of Engineering, Development, and Operational Services (EDOS)
Competition Number:	2024-44
Department:	Department of EDOS
Employee Group:	Non Union/Management
Salary:	\$91,933.88 - \$122,578.50
Closing Date:	Open until filled

The City of Corner Brook is presently accepting applications for the position of **Manager of Operations – Assistant Director of Engineering, Development, and Operational Services** with the Department of Engineering, Development, and Operational Services. The Assistant Director will oversee the day-to-day activities of the Operational Services division which includes Public Works, Water and Wastewater, a mechanical garage, and fleet management. The Assistant Director will oversee the implementation of the annual operational plan and provide regular updates, written and verbal, to the Director of EDOS.

As the Assistant Director, you will be tasked with ensuring the effective and efficient day-to-day management and administration of Operational Services. You will oversee the preparation, scheduling, and implementation of planning and delivery of departmental services while providing leadership and supervision to the Superintendents of both Public Works and Water & Wastewater. You will be tasked with developing, implementing, and monitoring quality control, preventative maintenance, and risk management programs for the Operational Services division. You will ensure that all department staff are appropriately recruited, trained, and appraised and that all human resource management issues and concerns are addressed in a timely and procedurally correct manner. As the Assistant Director of Operations, you will provide regular updates and reports on the status of departmental activities and relationships and work closely with the Director of EDOS in the preparation of the divisional Operational Plan and assist the Director to define appropriate performance measures for the division.

The preferred applicant will possess an undergraduate degree in Engineering and a professional engineering designation; however, an undergraduate degree in Business, Public Administration, or a related field with a combination of relevant experience will also be considered. Must have a minimum of five (5) years of progressively advancing management experience, preferably in a municipal public works, water and wastewater environment.

Please refer to the attached Job Description for a comprehensive list of job duties and qualifications.

Please submit résumés **giving complete details of qualifications** to the Human Resources Office, via E-mail at careers@cornerbrook.com

The City of Corner Brook thanks all applicants for their interest; however, only those selected for an interview will be contacted.



JOB DESCRIPTION

Position Title:	Manager of Operations – Assistant Director of Engineering, Development and Operational Services (EDOS)
Reports To:	Director of Engineering, Development and Operational Services
Department:	EDOS
Employee Group:	Management

Position Overview

As a member of the management team, the Manager of Operational Services - Assistant Director reports to the Director of EDOS and is responsible for overseeing the day-to-day activities of Operational Services including the areas of Public Works, Water and Wastewater, as well as the mechanical garage which includes fleet management. The Assistant Director will be responsible for drafting updates and implementation of the annual operational plan, ensuring Operational Services operates in an effective and efficient manner, and ensuring the human resources management needs of the department are met.

Responsibilities

- Ensure the day-to-day management and administration of Operational Services is effective and efficient
- Oversee the preparation, scheduling and implementation of planning and delivery of departmental services
- Provide leadership and supervision to the Superintendent of Public Works and the Superintendent of Water and Wastewater and oversee the daily operations of personnel and equipment within Operational Services
- Develop, implement and monitor quality control, preventative maintenance and risk management programs for Operational Services
- Ensure that all department staff are appropriately recruited, trained and appraised and that all human resource management issues and concerns are addressed in a timely and procedurally correct manner
- Sit on the Occupational Health and Safety Committee and ensure all approved recommendations of the Committee are implemented. Always ensure that the departmental staff adhere to all health and safety rules and regulations
- Provide the Director of EDOS with regular updates and reports on the status of departmental activities and relationships
- Assist the Director of EDOS in the preparation of the departmental Operational Plan and assist the Director to define appropriate performance measure for the department, ensuring all activities and performance measures are properly documented and reported
- Assist the Director and Superintendents in the preparation of the annual operating and capital budgets

- Ensure that all activities and decisions of the department are compliant with all municipal plans, policies and procedures
- Ensure that a professional, collaborative and learning culture is nurtured and maintained throughout the department
- Ensure and foster an environment of continuous improvement
- Provide on-call services, as required, without additional compensation
- Attend various meetings and functions outside of regular work hours without additional compensation
- Perform other related duties and responsibilities as requested by the Director EDOS

Note

The above responsibilities reflect the duties necessary to describe the principal functions of the job and shall not be considered as a detailed description of all duties of the job.

Qualifications

Completion of an undergraduate degree in Engineering with a professional engineering designation is an asset; however, an undergraduate degree in Business, Public Administration, or a related field with a combination of relevant experience will also be considered. Must have a minimum of five (5) years of progressively advancing management experience preferably in a municipal public works, water and wastewater environment. The ideal candidate will have excellent communication and leadership skills and be able to work well under pressure and make quick decisions when necessary. This position will require you to work effectively with elected officials, unionized, and exempt staff, as well as community members and stakeholders.

Assets

- Conflict resolution, negotiation, analytical, planning, organizational, and coaching experience and skills
- Multi-task and manage complex administrative and project management processes
- Understanding of all key legislative and regulatory requirements that apply to the Engineering, Development, and Operational Services (municipal, provincial, and federal) and be able to ensure all legal and regulatory requirements in terms of safety, environment, etc. are always met
- Flexible, committed and enthusiastic
- Ability to work irregular hours and travel when required

Working Conditions

- This position will require you to work in an office environment as well as in the field. Environmental conditions will vary depending on the time of year and work being performed
- Frequent dealings with the public and business owners
- Sitting and walking for an extended period may occasionally be required