

# R.M. of Alexander

## Manager of Public Works and Utilities

Located 113 km northeast of Winnipeg, stretching from the eastern shores of Lake Winnipeg east into the Whiteshell and north into the Canadian Shield, this 1,521 sq. km. region is serviced by six modern highways. The Rural Municipality of Alexander is known to lure the nature lover. Wildlife such as moose, deer, foxes, wolves, coyotes, bears and both snowy and grey owls are in abundance in the region's lush, green forests while species of birds and fish are too many to mention. <http://www.rmalexander.com/p/our-community>

### **Role & Responsibilities**

The Rural Municipality of Alexander is seeking a Manager of Public Works and Utilities. Reporting to the Chief Administrative Officer, the incumbent is responsible for the administration, maintenance, construction and operations of all public works functions/infrastructure, including municipal road network, water and wastewater, and waste management

### **Key responsibilities include:**

- To plan, organize and direct the design, construction, protective inspections, street maintenance services plus water distribution and wastewater collection/treatment operation and maintenance service;
- To prepare or assist in the preparation of by-laws and policies regarding the operation of public works/utility services;
- To direct the goal setting, data collection and reporting activities with regard to the provision of public works/utility operations;
- To assist with the preparation of the departmental budget and control departmental expenditures as per the approved budget or as adjusted within the policies and procedures of the corporation;
- To direct the departmental Lead Hand by providing departmental objectives, work assignments plus the development of position descriptions and performance evaluation for all departmental personnel;
- To administer engineering, street/utility construction and maintenance including conceptual development and programming;
- To review and approve draft plans, reports and specifications with respect to the operations responsibilities of the department in the delivery of utility and public works services;
- To prepare and approve tenders and request for proposals plus recommend contracts awards and administer contracts as approved plus approve contract payments;
- To manage the municipalities oversight of private developments including plan review and approval plus construction inspection;
- To develop and maintain contact with other local, regional, and provincial agencies regarding programs that affect the department's service delivery responsibilities.

### **The preferred candidate will have the following qualifications:**

- Diploma in Civil Engineering Technology (CET) or an equivalent combination of education and experience will be considered;
- Class 5 Manitoba Driver's License;
- Five years of experience in transportation or utility operations preferable in a leadership position;
- Successful completion of a supervisory or management training program;
- A willingness to undertake advance training in all areas of public works and utility functions;
- Must hold or be willing to obtain valid Water Treatment level 2, Water Distribution level 2 and Wastewater Collection level 2;
- Physically and mentally fit to perform the required task;
- Knowledge of Microsoft Excel, Word, Outlook, and GIS computer system;
- Knowledge of various types of construction equipment and standards;
- Knowledge of and ability to use survey equipment to conduct surveys as required;
- Problem solving skills to gather relevant information; and
- Ability to deal with people in a tactful and diplomatic manner.

***To apply contact Sonia Sharma quoting project #19101 at [Sonia@harrisleadership.com](mailto:Sonia@harrisleadership.com)***