



Municipal District of Pincher Creek No. 9

Assistant Manager [Public Works Department]

The Municipal District of Pincher Creek No.9 has an exciting career opportunity for an Assistant Manager in the Public Works Department.

WE are looking for a dedicated leader who motivates change through thoughtful communication and is proficient at delegating work, problem-solving and decision making.

WE offer competitive compensation package, and a workplace that recognizes the value of work life balance.

WE are looking for the following:

- post secondary education, [trade certification and relevant experience equivalency];
- 5 years of supervising staff preferably in municipal government with mechanic shop over-sight;
- experience in road construction, building and equipment maintenance are considered an asset.

Applicants must possess excellent written and oral communication and interpersonal skills.

For a complete job description outlining all the requirements for this position, please visit the M.D. website at <http://www.mdpinchercreek.ab.ca/>

The closing date for this competition is **12:00 (Noon) on Wednesday, November 8, 2023.**

Please forward your resume **clearly** marked “**Confidential / Assistant Manager**”:

MD of Pincher Creek
1037 Herron Avenue
P.O. Box 279
Pincher Creek, AB T0K 1W0
Fax: 403-627-5070
Email: jobs@mdpincercreek.ab.ca

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

JOB DESCRIPTION



Position: **Assistant Manager**

Job Type: **Permanent Full Time**

Department: **Public Works**

Reports to: **Manager or designate**

Work Week: **Monday – Friday, 40 Hours Standard Work Week**

Position Overview

The Assistant Manager assists the department Manager in the planning, organizing, directing, evaluating, and controlling of organizational activities to accomplish organizational and department goals. To support these requirements of the position the Assistant Manager requires administrative and technical skills, in addition to proficiencies in labor relations.

The Assistant Manager must demonstrate high ethical standards of conduct, and exemplary interpersonal skills, with a solution-oriented focus at all times. This position is the direct oversight of the public works mechanic shop, and assumes all managerial responsibilities for all direct reports.

Responsibilities Overview

- Assist with capital works projects, long-term planning, budget tracking, and goals and objectives of the department's maintenance and functions.
- Prepares a wide variety of briefs, reports, and statistics while utilizing office and industry computer software.
- Provides daily updates to the department manager on priorities and issues.
- Provide recommendations regarding the construction and maintenance of the municipal facilities, capital projects, and other technical and management issues.
- Coordinates, tracks, reports, and monitors department activities and budget expenditures using administrative reporting, budgeting, and scheduling tools.
- Provide personnel recommendations on disciplinary actions as per Municipal policy and the current C.U.P.E. Collective Agreement.
- Assists with developing, implementing and evaluating plans, policies, systems and procedures to achieve annual goals, objectives and work standards.
- Support the municipal Health and Safety program and maintain compliance to Occupational Health and Safety Regulations.
- Ensure compliance to all relevant regulations, policies, and legislation.
- Liaise, review, monitor, and report on the progress of third party service providers.
- Assist with the bidding processes for contracting for services, or capital purchases.
- Establish and maintain effective working relationships.
- Support the implementation of the Emergency Operations Plan in the capacity as assigned by the Chief Administrative Officer.

Qualifications

- Post secondary education. Relevant experience may be considered.
- Minimum of 5 years supervisory experience in municipal government with shop oversight.
- General knowledge of road construction, building, and equipment maintenance.
- General knowledge of applicable federal, provincial and local laws, codes, and regulations governing municipal administration.
- Valid Class 5 Driver License
- Proficiency in MS Office Software (Excel, Word, e-mail)
- Accounting Skills