

Position Title: Infrastructure and Utilities Specialist

Reports To: Chief Administrative Officer

Department: Administration

POSITION SUMMARY

The Infrastructure and Utility Specialist is responsible for the coordination and implementation of various capital projects. In addition, they are responsible for planning, organizing, and directing work assignments of MD staff involved in the provision of utility services. MD utilities include freshwater treatment and distribution, wastewater treatment and collection, and solid waste collection services.

An Infrastructure and Utility Specialist must demonstrate high ethical standards, leadership abilities, and excellent organizational, communication, and interpersonal skills.

RESPONSIBILITIES

- Develop logistics and strategies to ensure efficient use of monetary, equipment, and material resources.
- Provide input into capital and operating budgets.
- Manage resources including staff, costs, equipment, contracts, and materials to deliver utility services within the approved budget, operating policies, procedures, and applicable legislation.
- Examine, recommend, and implement efficiencies or changes to utility service delivery methods to improve our service and align with industry-established best practices.
- Coordinate and prepare reports and presentations to Council and/or other agencies as required.
- Provide active leadership and manage the performance of utility operations.
- Contribute to annual operating and capital budget preparation.
- Assist with the overall administration of utilities and other projects as required by the Chief Administrative Officer or designate.
- Coordinate and schedule building maintenance including but not limited to: alarm systems, HVAC, backup generators, and contract work.
- Lead in promoting and improving practices that encourage a safe and healthy work environment.
- Participate in our Asset Management Team

PREFERRED QUALIFICATIONS

- Technological Training, (Professional Engineer, P.Eng. – preferred) with working knowledge and experience specific to water and wastewater systems.
- Working knowledge of Alberta Environment and Environment Canada testing and reporting procedures.

- Excellent interpersonal and communication skills (oral and written).
- Proficiency with Microsoft (Outlook, Word, Excel),
- Ability to adapt to a demanding and dynamic work environment.
- Ability to interpret, develop, implement, and adhere to organizational policies and procedures.
- Contract preparation and previous negotiation experience.
- Previous Tender and Grant preparation and procedural experience.