



TOWN OF REDCLIFF POSITION DESCRIPTION

Title: Municipal Works Manager

Pay Grid: Policy No. 69 - Municipal Works Manager

Position Requirements:

- At least 5 years of municipal experience with hands-on training, operations and maintenance experience in road, sewer, water, solid waste, drainage, and other Municipal Works infrastructure.
- Experience in directing personnel (preferably in a unionized environment) would be an asset.
- Post secondary education in Science, Business, or Engineering discipline would be an asset.
- Professional designations/memberships with APEGA, ASET, or APWA would be an asset.
- Experience with Water/Waste Infrastructure and must have (and maintain a minimum Level 2 or higher in Water Treatment/ Water Distribution and Level 2 Wastewater Collection.
- Must have and maintain a valid Class 3 Alberta Driver's License.
- Incident Command System Certifications would be an asset.
- Demonstrated leadership, supervisory, and administrative skills to manage a Municipal Works crew in the performance of their duties.
- Demonstrated strong organizational, time management, coordinating and prioritization skills, with the ability to handle many tasks concurrently.
- Ability to identify, recommend, and implement technical advancements to improve departmental efficiencies.
- Demonstrated experience in Microsoft Word and Excel.
- Demonstrated superior attention to detail.
- Strong working knowledge of theory, principles, practices, and techniques of municipal works, cemetery management, road systems, municipal water and wastewater systems, and solid waste management.
- Provides excellent customer service in addressing inquiries from other Town departments, consultants, and the public, both verbally and in writing.
- Safety certificates such as Ground Disturbance, Fall Arrest, H2S Monitoring, and TDG would be an asset.

Relationships and Contacts:

Supervisor: Operations Director

Subordinate(s): Municipal Works, Water Treatment Plant, Solid Waste Collection, Utility Operator

Responsibilities:

- Utilizing asset management strategies to provide direction to the Municipal Works staff regarding scheduling, maintenance, construction, repair and operation of the Town's road, water, wastewater, solid waste, drainage and other Municipal Works Infrastructure.
- Review and propose amendments, additions, or efficiencies to the Town's road, water, wastewater, solid waste, drainage and other Municipal Works Infrastructure policies and procedures.
- Lead by example by adhering to and enforcing all responsibilities as outlined in the current Policies and Procedures.



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- Coordinate the standardization of document and data management requirements.
- Review and comment on subdivision, zoning and other department applications.
- Implement an inclusive process that will provide staff with an opportunity for input and advancement in all aspects of the Municipal Works Department.
- Implement and promote a team environment throughout all aspects of the organization.
- Facilitate and support the Occupational Health and Safety program within the Municipal Works Department.
- Ensure that all Health & Safety policies, work procedures, rules and relevant directives are followed by all staff and safety is top of mind in all operations.
- Plan the work schedule for the crew(s) on a daily, weekly, monthly, and yearly basis based on direction from the Operations Director and within the approved budgets.
- Aid in the preparation of projects for tender as required.
- Act as on-site manager for capital projects and provide progress reports to the department head.
- Anticipate municipal needs in the short, medium, and long term and plan, budget and supervise activities in a timely and efficient manner.
- Provide input on operating and capital budgets with continuous monitoring of the budgets throughout the year.
- Hire, train, supervise, and release staff in accordance with personnel policies and the collective agreement.
- Review and approve timesheets, accounts payable, and accounts receivables related to the department and its capital and operational projects.
- Ensures prompt and appropriate handling of requests, inquiries, or concerns raised by the public including follow-up reports as required.
- Assist with other duties related to the operation of the Town of Redcliff as required.

Approved: 
Municipal Manager

Approved/Revision Date: January 23, 2024