

# Position Vacant Director of Works & Operations



<b>Effective Date:</b>	February 2020
<b>Department:</b>	Administration
<b>Accountable to:</b>	Chief Administrative Officer
<b>Supervision of:</b>	Works & Operations Foreman and Supervisors

## Summary

Position is responsible for the oversight and development of all functions associated with the Public Works, Utility Operations and Maintenance, and Asset Management of the municipality.

## Qualifications

Minimum 5 years of relevant experience.  
Post-secondary education in a related engineering discipline.  
Knowledge of policies and regulations as they affect local government.  
Sound working knowledge of all aspects of municipal operations is a definite asset.  
Proven written, oral, report writing and communication skills.

## Key Responsibilities

Provide recommendations for annual operating, capital and equipment budgets.  
Approve procurement needs for all Works & Operations departments.  
Responsible for day to day operations and direction of human resources to achieve desired levels of services.  
Key member to develop and ensure viability relating to long term asset management plans, development plans, long term budgets, equipment needs.  
Responds to inquiries, investigations and complaints from the public and other agencies.  
Responsible for site inspections and project management of existing and new infrastructure and projects ensuring compliance and completeness.  
Capable of maintaining a high degree of confidence with the workforce, citizens, city officials, boards and all other segments within the community.  
Develop and maintain a good rapport with all direct subordinates.

## Measurable Skills

Effectively manage the operations within all of the departments.  
Develop and maintain a good rapport with direct employees.  
Demonstrate effective and reliable interpersonal, public relations and communications skills.  
Ability to work within policies, procedures, budgets and maintain municipal records.

## How to Apply

Apply in writing and submit a complete resume of experience, educational background, qualifications and references. Applications will be received until 12:00 noon, Friday, February 28, 2020, addressed to: Glenna DASCHUK, CAO, The City of Flin Flon  
20 First Avenue, FLIN FLON, MB R8A 0T7  
e-mail: [gdaschuk@flinflon.ca](mailto:gdaschuk@flinflon.ca)  
fax: 1-204-681-7530