

## **JOB DESCRIPTION: MANAGER OF OPERATIONS**

The Manager of Operations will effectively manage and oversee the public works operations for the Municipality of Kincardine. This position will provide leadership for the fleet management program and interact with external contractors and stakeholders.

**Location:** Municipal Administration Centre

**Reporting To:** Director of Infrastructure & Development

**Supervises:** Operations Supervisor, Mechanics, Administrative Assistant

### **Responsibilities:**

1. Oversee and manage the day-to-day operations of departmental staff, external operating contracts, capital projects and fleet in compliance within municipal, provincial, and federal regulations
2. Prepare annual work schedules; provide input into winter operations plan; track staff hours of services
3. Participate in development, implementation and maintenance of policies, objectives, short and long-range planning; develop and implement project and programs to assist in accomplishment of established goals
4. Develop, recommend, and maintain a fleet management system that optimizes the use and life cycle of fleet assets at the least possible cost and impact on climate
5. Develop, recommend, and maintain fleet related policies, training documentation, maintenance, operation, and repair procedures
6. Oversee procurement and disposition for all municipal operations and fleet assets; approve final specifications for purchases of supplies, vehicles, and equipment, approve expenditures, evaluate proposals, tenders, and quotes
7. Recommend the improvement, alteration or addition to shop facilities and equipment for improved efficiency
8. Respond to resident inquiries and investigate complaints to ensure compliance with legislation and corporate policies
9. Work closely with community groups to organize and execute events in the municipality
10. Manage the Airport Service Provider contract
11. Conduct research, analysis and prepare reports, by-laws, agreements, policies, and procedures on various municipal topics to present to Council
12. Responsible for interviewing & hiring new employees, carrying out performance appraisals, directing the training & development of staff, providing coaching opportunities and carrying out disciplinary actions
13. Cooperate with the efforts of other Municipal Departments in the achievement of efficient and cost-effective workflows and business processes
14. Participate in the operating and capital budget process by projecting and maintaining costs associated within program responsibilities and monitor budget expenditures
15. Oversee the inspection of operations assets such as signage, bridges, culverts, sidewalks and ensure compliance with established maintenance standards
16. Ensure that occupational health & safety practices are strictly observed and followed
17. Complete other duties as assigned by Management

### **Education & Experience Requirements:**

- Post-Secondary Education in Civil Engineering, Roads Management, or a related discipline
- Possess a Certified Engineering Technologist (CET) designation
- Road Supervisor Certification is preferred
- 3 - 5 years of progressive management experience in municipal work environment
- Possess a Valid Class G Ontario Driver's License

### **Required Knowledge, Skills & Competencies:**

- Knowledge of preventative maintenance programs and fiscal management principles
- Knowledge and understanding of corporate fleet management principles
- Knowledge of federal and provincial legislation and Municipal By-laws
- General working knowledge of municipal operations and the working of other departments
- Strong interpersonal and communication skills with proven ability to deal effectively with all levels of the Corporation and general public, including committees, members of Council, contractors, engineers, and consultants
- Ability to effectively lead, coach and motivate a multi-disciplinary team
- Ability to exercise good judgement in enforcement functions and decision-making
- Good organizational and time-management skills to meet deadlines
- Strong computer skills

### **Employment Information:**

- Regular, Full-Time Position
- 35 Hours per Week
- Salary is currently under review
- Attendance at Council meetings as required

Qualified candidates are invited to submit their application online at <https://careers.kincardine.ca/> no later than **May 17, 2021 at 4:30pm.**

In accordance with the Municipal Freedom of Information and Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will only be used for the purpose of candidate selection.

The Municipality of Kincardine is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process, please contact the Human Resources Department at (519) 396-3018 or e-mail: [hr@kincardine.ca](mailto:hr@kincardine.ca)