



Westlock County is seeking an employee who will be responsible for the management and administration of all activities and resources required for the operation, care and maintenance of roads and transportation facilities within Westlock County.

Job Title: Manager, Transportation Services
Posting Date: July 22, 2014
Reports to: Director of Operations

Key responsibilities include:

- Oversee the overall operations of the Transportation Services Department in accordance with Legislation, Regulations, Policies and Approvals
- Stay familiar with and interpret current relevant legislation
- Draft correspondence, reports, and agendas for Senior Management and Council as required
- Development of programs, policies and procedures in consultation with Management and Council for all aspects of Transportation Services
- Prepare and submit the annual Transportation Services budget to the Director of Operations, project tracking and expenditure control
- Assign work tasks for road and bridge construction and maintenance to subordinates and monitor effective completion
- Review and direct the activities of subordinates, evaluate performance and recommend any necessary personnel actions to Director of Operations in accordance with Policies and the Union Agreement
- Coordinate and supervise all contract work for Transportation Services projects
- Prepare annual program for Dust Control, Brushing, Graveling, Oiling and other maintenance and construction to be carried out by County staff
- Ensure that all programs are carried out as directed by Policy and within Budget
- Advisor to the Planning Department on Transportation matters
- Approve time sheets for subordinate staff
- Advise Payroll Department on distribution of wages to all project for Budget's
- Research and apply for appropriate funding for Transportation Services projects.
- Prepare Tenders, Contracts and Proposals for Transportation Projects and Services
- Respond to public inquiries and maintain good public relations
- Adhere to applicable responsibilities and accountabilities as outlined in the Westlock County Health and Safety Program
- Training, coaching and mentoring of permanent staff
- Training, coaching and mentoring of seasonal staff
- Preparation of tenders/contracts for supplies, contractors, and equipment as required by Transportation Services
- Ensure inventories of Transportation Services supplies are maintained
- On Call rotation for Transportation Services

Qualifications/Education/Experience:

- Certification as an Engineering Technologist or Technician or related post secondary education and certification
- A minimum 10 years' experience directly related to the construction, operation and maintenance of roadways and drainage, including 5 years experience with administration activities in a supervisory capacity
- Must understand road construction, survey, design and have the ability to read plans
- A combination of education, training and experience may be considered
- Class 5 driver's license. Abstract must be provided
- A current Criminal Record Check will be required
- Ability to deal with confidential and sensitive information and issues

Skills Required:

- Proficiency with Microsoft Word and Excel
- Excellent verbal and written communication skills
- Ability to interact well with, and respond to inquiries from Employees, Management, Council, and Ratepayers
- Basic accounting skills and familiarity with finances and budgets
- Trouble shooting and problem solving skills
- Must be self-motivated, and able to work with minimal supervision
- Ability to interpret, implement and adhere to organizational policies and procedures
- Awareness of the working of Municipal Government

Contact person: Pam Dizes
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Mailing Address: 10336-106 Street Westlock, AB T7P 2G1
Closing Date: August 11, 2014 – 4:30 p.m.

Westlock County offers a competitive total compensation package and work environment including compensation, benefits, culture, work/life balance, and employee development and employee recognition.