

Cultivate Your Career



DIRECTOR, PUBLIC OPERATIONS PERMANENT FULL TIME

Organization	City of St. Albert
Website	www.stalbert.ca/employment
Department	Public Operations
Location	Liggett Place, 235 Carnegie Drive
Salary	\$151,092 - 182,279 per annum
Closing Date	October 10, 2023
Competition #	23/184

OPPORTUNITY

The City of St. Albert has an exciting opportunity for a highly capable Director, Public Operations.

Reporting to the Managing Director, Infrastructure and Operations, the Director is responsible for the planning, organization, direction and integration of the City's public works, utilities and transit services and functions. By providing strategic leadership, the Director oversees the administration and through their management team the operational direction of roads, sidewalks, trails and parks maintenance, arena maintenance, waste diversion, utilities, fleet management, facility management, transit service delivery.

This position serves as a member of the City's Leadership Team and has responsibility for a large, diverse complement of non-union and unionized staff. The Director is responsible for department planning, developing, and managing operating, capital, and utilities budgets, and ensuring plans and service policies are consistent with the City's goals, with a clear understanding of the future. Other core responsibilities of the role include continuous improvement, developing/implementing operating policies and maintaining top quality customer service. This incumbent must effectively manage resources to provide high quality, cost-effective public service to St. Albert residents, visitors, & other internal clients.

The Director will guide frontline services to ensure compatibility with the City's strategic plan through support and direction to managers and supervisors. The role is accountable to monitor operations to ensure compliance with Occupational Health and Safety legislation, ISO 14001 standards and Council approved service levels.

This role is suited to an individual with strong leadership, interpersonal and management skills. The person we seek has knowledge and experience in contract management, engineering standards, human resources and labour relations, equipment utilization and transportation infrastructure. Excellent oral and written communication skills are required, as well as comfort and skill in making public presentations. As well the incumbent will be expected to collaborate with regional transit providers to optimize routes and services and implement innovative solutions.

QUALIFICATIONS

- Bachelor's Degree in Engineering, Business, Parks, Architecture, or other related field combined with a minimum of 10 years of progressive responsibility in operations and management.
OR a directly related Diploma with 12 years of progressive responsibility in operations and management, preferably in a maintenance (roads, parks, fleet, facilities), Utilities and/or Transit field.
- A minimum of 5 years of staff management (in a management role), leadership and strategic planning experience is required.
- A Designation with an appropriate certifying body related to this field of work is an asset.
- Strong business acumen with excellent planning and financial management skills.
- Fully conversant in the use of Microsoft Office applications.
- A Class 5 drivers licence and the use of a personal vehicle for work use are required for this role.

HOURS OF WORK

This position works 40 hours per week, Monday – Friday (7:00 – 4:00) and receives 1 Earned Day Off per month. There is a requirement of additional and evening hours. The successful applicant may be eligible for a hybrid (office/home) work arrangement.

COMPENSATION

\$151,092 - \$182,279 per annum. In addition, the City of St. Albert offers excellent benefits, pension programs including supplementary pension, and a monthly vehicle allowance.

This opportunity is being advertised to current City of St. Albert employees and the public concurrently.

The successful applicant will be required to obtain/maintain a satisfactory police information check.

Qualified candidates are invited to submit their cover letter and resume via the City of St. Albert Careers website: www.stalbert.ca/employment

CLOSING DATE

October 10, 2023

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.