

NEW IDEAS FOR YOUR CAREER

DIRECTOR OF INFRASTRUCTURE & PLANNING SERVICES FULL TIME

Organization
Website
Department
Location
Salary
Closing Date

Town of Vermilion
www.vermilion.ca
Infrastructure & Planning
Vermilion, AB
\$98,803 - \$120,209
November 12, 2021

OPPORTUNITY

Responsible for planning, organizing, and directing of the transportation, planning and utilities department in accordance with the vision, policies, and objectives of the organization.

RESPONSIBILITIES

Reporting to the CAO the Director of Infrastructure and Planning Services is a member of the senior leadership team. The Director will demonstrate interpersonal skills to promote a supportive, respectful, and safe work environment and shall exercise such powers, duties, and functions as:

- Direct, supervise, and review the performance of all employees within the transportation, planning and utilities department.
- May appoint, suspend, remove any employee or contractor within the transportation, planning and utility departments within the approved personnel policies.
- Participate and actively promote the Town of Vermilion Health and Safety program.
- Ensure safe working practices are observed at all times observing all regulations and procedures as related to areas of work and projects.
- Attend Council Meetings as required.
- Organize and provide administration support to the committees of Council involved with transportation and utilities.
- Provide recommendations to the CAO and senior leadership team with matters requiring technical input.
- Direct the implementation of an effective, preventative maintenance program including methods, standards, techniques, and reporting systems.
- Manage the development and maintenance of suitable data bases to support the work of the department, including historical and future information with the ability to present the information graphically and textually.
- Maintain a satisfactory relationship with developers, engineers, consultants, and other related public bodies regarding locations and lay out of utilities in new subdivisions to ensure the easiest accessibility to service and repair of all utilities and services with a minimum amount of conflict with others.
- Monitor water and wastewater qualities to ensure the public safety and to ensure the qualities and parameters remain within Provincial and Federal guidelines.
- Manage technical and engineering assistance to support the construction and contracting of all infrastructure related programs.
- Direct the preparation and submission of adequate records to related government bodies to comply with condition of the Town operating licenses.
- Direct and supervise Planning and Development Officer.

Provide exceptional leadership skills with sound budgetary business planning and people management experience.

- Responsible problem solving utilizing best practices.

- Delegate and monitor transportation, construction, and maintenance projects ensuring quality work.
- Manage tenders, supervise and coordinate with consultants, and contractors for infrastructure projects.
- Implement and manage an asset management system utilizing GIS.
- Provide for department budget and monitoring expenditures to ensure compliance to the budget.
- Maintain average computer skills using Microsoft Office programs.
- Responsible for planning, organizing, and supervision of projects ensuring completion in a timely and efficient manner.
- Responsible for preparation of an annual long term operational and capital budget for all transportation, planning and utility departments in accordance with the Council direction.

REQUIREMENTS

- The Director of Infrastructure & Planning Services will have post secondary education with a preference in Civil Engineering alternative qualifications will be considered, with five years experience in a Municipal Government setting.
- Excellent written and verbal communication (public and internal) skills including preparation and presentation of high-quality reports;
- Maintain Professional designation through appropriate associations or organizations.
- Commitment to be familiar with new developments in the field of transportation, utilities, planning, and local government by attending seminars, conference, training, and instructional courses and programs.
- A satisfactory Criminal Record Check including Vulnerable Sector is a condition of employment;

COMPENSATION

B-2 step Grid (\$98,803—\$120,209) We offer a comprehensive wellness and pension benefit package, workplace development and great opportunities for employees to become involved in the community.

CLOSING DATE

November 12, 2021

Please submit resumes by the above noted deadline; however, resumes will be accepted until the position has been filled.

Submit resumes quoting competition #11021 to

Kevin Lucas, Chief Administrative Officer

Email: klucas@vermilion.ca or

Mail/in person: Town of Vermilion, 5021 – 49 Avenue

Vermilion, AB T9X 1X1

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.