

Blackfalds is one of Canada's youngest and fastest growing communities; with a population of 10,125 and a growth rate of 2.11% in 2018.

Ideally situated in Central Alberta, midway between Alberta's two largest urban Centre's, Blackfalds retains the feel and security of a small-town while being only a short drive from urban amenities of post-secondary education, regional scale shopping outlets and entertainment.

Outstanding recreational opportunities, a robust and diversified economy and affordable land and housing are among the factors contributing to our thriving, successful, and dynamic community.

If you are looking to be a part of a hardworking and fun loving team in our community, please learn more about the Town of Blackfalds at www.blackfalds.com. We look forward to receiving your résumé!

Infrastructure Services Manager - Permanent Full Time

Position Summary: The Town of Blackfalds is looking for a dynamic leader and team player to fulfill the Infrastructure Services Manager position. This position is a **permanent full-time position**. Reporting to the Director, Infrastructure & Property Services, the Infrastructure Services Manager provides professional leadership for infrastructure & utility services, environmental guidance, engineering and technical support and project management for the Town. Leads the Environmental (Engineering) Department, with support from outside consulting services and Operations and provides support to the department in funding, planning and implementing a variety of projects with a focus on environmental stewardship and environmental performance for our Town at a regional level.

The position description can be seen in its entirety at www.blackfalds.com

Requirements and Qualifications: As part of the Infrastructure & Property Services team you will set direction on infrastructure & utility services: transportation (road maintenance & construction), water distribution, wastewater treatment and collection, solid waste services, and fleet management. You will be a motivated person who fosters improved efficiencies through improved work flow and co-ordination of work functions. You will possess strong leadership, organizational, public relations and problem-solving skills.

You possess experience in developing or integrating environmental strategies, waste management plans, and subdivision & development plans. A designation in Engineering, Project Management or equivalent combined with at least five (5) years of experience in Civil and Project Management, or similar field. Experience with Alberta Environmental and Parks Wetland legislation is considered an asset. Municipal experience is a must in order to present to Council on capital project awards, operational tasks and tender of approved works.

Hours of Work: The hours of work are based a 37.5-hour work week with the possibility of varying schedules to attend Council & Standing Committee meetings or meet operational requirements.

Salary: The salary range for this permanent full-time out-of-scope position is \$93,328 - \$105,102 annually and includes a competitive benefits package.

How to Apply: The Town of Blackfalds is an equal opportunity employer and encourages individuals interested in this position to submit a cover letter and resume to the address below. If applying by e-mail, please ensure your name and the job title is included in the subject line. Position will remain open until suitable candidate is identified.

We remind applicants that a pre-employment requirement is a Criminal Record Check, Vulnerable Sector Search; Intervention Record Check; valid Class 5 Alberta Driver's License and satisfactory Driver's Abstract.

We appreciate and consider all applications, however only candidates selected for an interview will be contacted.

Town of Blackfalds, Box 220, 5018 Waghorn St, Blackfalds AB, T0M 0J0
Attention: Human Resources P. 403.885-4677 (ext.6366)
Email: hr@blackfalds.com website: www.blackfalds.com Fax: 403.885.6243

Town of Blackfalds

Position Description

Title:	Infrastructure Services Manager
Reports To:	Director of Infrastructure & Property Services
Direct Reports:	Public Works Foremen GIS Technician
Position Summary:	Provides professional leadership for infrastructure & utility services, environmental guidance, engineering and technical support and project management for the Town. Lead the Environmental (Engineering) Department, with support from outside consulting services and Operations and provide support to the department in funding, planning and implementing a variety of projects with a focus on environmental stewardship and environmental performance for our Town at a regional level.

Required Knowledge, Skills and Abilities

- Knowledge of infrastructure & utility services: transportation, water distribution, wastewater treatment and collection, solid waste services, and fleet management
- Knowledgeable in road maintenance construction and maintenance practices.
- Strong working knowledge of all applicable federal, provincial, and local laws, codes and regulations governing the administration of public works functions and activities
- Ability to foster improved efficiencies through improved work flow and co-ordination of work functions.
- Excellent leadership, problem solving and organizational skills
- Ability to communicate effectively orally and in written form and maintain positive public relations
- Team player with positive work ethic and integrity

Position Requirements

- Work with Council and Senior Administration to develop an Environmental Stewardship Strategy
- Work to integrate existing and future Town environmental strategies and existing waste management plans into current and new operational department tasks that will be revised to align with this plan
- Review subdivision and development plans to ensure compliance with the Town legislation and design standards
- Responsible for asset management and GIS integration towards a current spatial database to prioritize and record replacement/rehabilitation of all town major assets. These assets will be improved and built in alignment with department business plans, the ten-year capital plan and associated approved masterplans
- Present to Council on capital project awards, operational tasks and tender of approved work as required
- Project Management of departmental operational task and town capital projects as directed
- Responsible for staff training, discipline and development
- Oversee maintenance functions of the municipality's transportation system network, storm water collection system, water distribution system, and fleet and equipment units
- Oversee annual inventory requirements and Public Works purchases
- Oversee the operation and maintenance of the wastewater treatment facilities and wastewater collection system
- Ensure safety standards under the Occupational Health and Safety Act are adhered to and leads municipal safety programs
- Prepare, review, and submit written reports and records on department functions and activities
- Investigate complaints and provide appropriate action to remedy situation
- Develop the RFP's and approve contracted services involved in various functions of municipal operations
- Develop specifications, policies, procedures and processes relating to the procurement of services and capital purchases
- Complete short and long-term planning process and analysis with the Director.
- In conjunction with the Director, assist in the development of the annual budget, monitoring of spending and reporting
- In conjunction with the Director, reviews and approves engineering drawings for all department construction works and subdivision developments, and ensures compliance
- Support and assist the Director in the implementation of new programs and methods of service delivery
- Work effectively with outside agencies, private sector and members of the public

Preferred Education and Experience

- Work with Council and Senior Administration to develop an Environmental Stewardship Strategy
- A designation in Engineering, Project Management or equivalent combined with at least five (5) years of experience in Civil and Project Management, or similar field.
- Experience with Alberta Environmental and Parks Wetland
- Work to integrate existing and future Town environmental strategies and existing waste management plans into current and new operational department tasks that will be revised to align with this plan
- Review subdivision and development plans to ensure compliance with the Town legislation and design standards
- Develop and maintain a spatial database to prioritize the replacement/rehabilitation of roads, underground pipe, curbs, gutters and sidewalks in alignment with department business plans
- Present to Council on capital project awards, operational tasks and tender of approved work as required.
- Project Management of departmental operational task and town capital projects as directed

Physical Demands

- Work is performed in both indoor and outdoor environments and can include extreme weather conditions

Work Environment

- Internal – Daily contact with Director and Public Works Foremen to share information and provide direction relating to operations functions
- External – Contact and communication with suppliers, contractors, government agencies, and the public
- Overall responsibility for approximately 10 Public Works employees and assumes responsibility of the Department in the absence of the Director of Infrastructure and Property Services

Conclusion

This position description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This position description is intended to convey information essential to understanding the scope, the general nature and level of work expected to be performed