

OPERATIONS MANAGER

Permanent Full-time (40 hrs per week)

The Townsite of Redwood Meadows is a unique and picturesque community located west of Calgary. We are entrusted by the Tsuut'ina Nation, who owns these beautiful lands, as Stewards, in the operation of our Townsite, its amenities, infrastructure and resident services.

We are seeking a skilled and experienced Operations Manager, full-time, to lead the operational aspects of the Townsite. If you enjoy breadth and variety in your role, problem-solving, providing excellent public service, managing projects, and the opportunity to still be in the field operating equipment and making decisions then we would love to chat. This position will coordinate the operations and maintenance of the roads network, outdoor recreational amenities, indoor facilities, the water and wastewater treatment plants and provide project management through staff leadership and contractor management.

The primary responsibilities include:

- Provides maintenance and operational service for all Townsite assets including roads and streets, facilities, recreation amenities, fleet and equipment, and utilities infrastructure.
- Models and develops health and safety practices for regulatory compliance compliance.
- Responsible for recruiting, hiring, scheduling, leading, and developing staff.
- Budget development and management, including procurement of contracted services and contractor management.
- Project management of maintenance and improvement projects for facilities, infrastructure, amenities, and equipment.
- Ensures all Townsite amenities and facilities are maintained in a manner that conveys cleanliness and pride consistently prioritizes public safety.

A typical day might include:

Supporting and/or overseeing plowing snow off roads and parking lots, reducing ice buildup around public amenities, refuse clean up, ice clearing at the outdoor rink, coordinating facilities maintenance and contacting vendors and contractors for project procurement, planning, and completion or,

Overseeing parking lot line painting, mowing and trimming of playfields, watering and trimming of trees and shrubs, interacting with contractors, reporting budgetary spending and planning for maintenance expenditures. Checking on water treatment systems and maintenance, supervising infrastructure repairs, filling potholes, measuring lot lines for property reports and responding to public inquiries.

Ideally, you are an experienced equipment operator with strong technical knowledge and mechanical acumen. You will have led projects, budgets, and people successfully for a few years and can interact professionally with a variety of stakeholders. You hold a valid Class 5 license and have experience with municipal infrastructure and grounds maintenance. First Aid certification will be obtained if not already in place as you place a high priority on workplace health and safety. You have good attention to detail for developing and reviewing contracts and strive to complete the work on time and within budget.

Apply to attention of:

Tracey Radloff, CAO

Townsite of Redwood Meadows admin@redwoodmeadows.ab.ca

Please note: this posting will remain open until a suitable candidate is found and we will conduct interviews for qualified applicants throughout the process. We encourage you to apply early.