



Town of Pincher Creek

962 St John Ave (Box 159) Pincher Creek, AB T0K 1W0

403 627 3156

reception@pinchercreek.ca www.PincherCreek.ca



Town of Pincher Creek – Director of Operations and Infrastructure

The beautiful Town of Pincher Creek, situated in the SW corner of Alberta has an opening for a Director of Operations. This is a senior management position reporting directly to the Chief Administrative Officer. The Director of Operations is responsible for the service areas of: facilities, streets/sidewalks, water treatment and distribution, wastewater collection and lagoon systems, solid waste & recycling, stormwater management, creek management and cemetery management. The position oversees a workforce of 10 – 12 fulltime employees.

Main Responsibilities:

- * Ability to direct the operations team in the proactive maintenance of Town infrastructure
- * Direct and follow appropriate Safety Protocols/program according to AHMSA
- * Prepare and oversee an annual operating and long term capital plan, and maintain accurate expenses with the annual approved budget
- * prepare and issue RFQ's, Tenders and addendums as per Purchasing and Tendering Policy and make recommendations for contract awards.
- * Ability to communicate and liaise with Provincial and Federal Government agencies and regulators
- * Ensure the proper maintenance of potable and raw water supplies, and wastewater guidelines and procedures/collection systems
- * Maintain and develop a proactive stormwater management system, as required
- * Provide and maintain a solid waste collection and disposal system for the community
- * Provide and maintain a fleet and facilities program as required
- * Maintain a safe road and laneway system, including appropriate signage and lighting, and snow removal
- * Operate and maintain the public cemetery
- * Provide assistance to the Planning and Development Department as required
- * Coordination of Engineering and Public Works activities with those of other departments
- * Attend Council, Senior Leadership and Management meetings
- * Assess special initiatives, prepare and present well researched reports to Senior Leadership and Council
- * Expected to be a core member of certain Working groups
- * Perform other duties as assigned by the CAO





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Qualifications:

- * Post-secondary diploma in Civil Engineering Technology, Business Administration, Management or a closely related discipline and or a combination or related experience
- * Clean Driver's Abstract
- * Minimum of 5 – 8 years supervisory/leadership experience
- * Extensive knowledge of modern construction practices related to transportation, utilities, solid waste management, and facilities
- * Extensive knowledge of Public Infrastructure, construction and maintenance, water and wastewater certification, COR Safety Program, and Emergency Management
- * Extensive knowledge of provincial policies, municipal policies and federal regulations for municipal infrastructure
- * Must possess excellent public relations and interpersonal skill to clarify facts, give information, respond to complaints and supervise contractors
- * Proficient in MS Office Programs including Excel, Word and Outlook
- * Ability to manage multiple priorities and able to problem solve under pressure
- * Ability to act with discretion when working with sensitive issues or situations and maintain confidentiality
- * Foster and support a mentoring environment

Assets:

- * Class 3 Driver's License with Q endorsement
- * Alberta Environment Certifications in Water and Wastewater Treatment
- * Formalized management and leadership training
- * Previous experience in a Municipal Environment
- * Knowledge and understanding of the Alberta Municipal Government Act
- * Asset Management knowledge/certification
- * Training and mentoring skills
- * AHMSA Safety Auditor Certification
- * Knowledge and experience with municipal budget and financing
- * Ability to communicate well, to listen and collaborate effectively with other departments

The Town of Pincher Creek offers a competitive salary and benefit package in addition to a positive, and forward thinking Town Council and management team. Salary is commensurate with education and experience.

If you are someone who loves a fast paced environment, enjoys working with a wide range of responsibilities, and people, and are open to collaborative problem solving ... you may be the person we are looking for!





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The incumbent will be retiring from this position by the end of 2022. We hope to fill the position at least two months prior. Thank you to all who submit applications however only those who are selected for an interview will be contacted.

Applications to be directed to: cao@pinchercreek.ca

Chief Administrative Officer

Town of Pincher Creek

Box 159

Pincher Creek, Ab.

T0K 1W0

