



## **Director of Public Works**

**Competition number: RR 2024 0031**

**Department: Public Works**

**Close Date: March 27, 2024**

The City of Spruce Grove is a fast growing, dynamic city committed to building and maintaining a fiscally responsible community that serves our residents, attracts visitors, and promotes future growth.

The “Values, We Live By” are accountability, communication, leadership, integrity, and respect while we work towards maintaining a work/play balance.

We are an organization that cares, an organization that is committed to our city and committed to you. The City of Spruce Grove is committed to public service, where everyone feels empowered to contribute their best work. We believe that by working together in a spirit of collaboration and respect, we can achieve great things.

### **POSITION OVERVIEW:**

The Director of Public Works is responsible to direct the planning, management and oversight of all activities, projects, and operations of the Public Works section for the delivery of operational and maintenance for municipal infrastructure related to roadways, sanitary sewer, storm drainage, water distribution, solid waste, cemeteries, parks, and open spaces. This position reports to the General Manager of Sustainable Growth and Development Services.

The salary range for this position is: \$150,241.00 to \$178,578.40.

### **SPECIFIC RESPONSIBILITIES:**

#### **Responsibility highlights for this position include:**

##### **1. Operations and Maintenance Management**

- Direct, monitor, evaluate and oversee the activities of Public Works including all operations and maintenance activities for the stormwater utility, solid waste utility, water utility, wastewater utility, parks, open spaces and roads.
- Direct the development and implementation of Public Works goals, objectives, policies and priorities for each assigned service area.

##### **2. Strategic Management**

- Carry out Council’s Strategic Plan through the development of Corporate, Business, and Work Plans.
- Assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.

- Attend and participate in City Council as required, committee management and other meetings. Provide advice and respond to questions as needed.
- Provide exceptional customer service through collaboration with various City departments to deliver on City programs and priorities.

### **3. Leadership**

- Promote a corporate culture that aligns with the City's strategic and corporate plans as well as values and guiding principles.
- Provide a high level of coaching, training, and mentoring to section staff in the achievement of their goals and projects on an ongoing basis as well as through the performance management process.
- Receive and investigate complaints or concerns relative to the delivery of section services and ensure appropriate information is provided or appropriate action taken.

### **4. Financial Management**

- Prepare and present operating and capital budgets to Finance, Senior Management and/or City Council.
- Review financial reports, monitor budgets, and approve quarterly projections.

### **5. Regulatory Compliance**

- Ensure compliance with various legislations and regulations including but not limited to the Occupational Health and Safety Act, Cemeteries Act, Environmental Protection and Enhancement Act, Local Government Act, Water Act, Dangerous Goods Transportation and Handling Act, Public Health Acts, Weed Control Act, Traffic Safety Act, and Agricultural Pests Act.

### **REQUIRED QUALIFICATIONS:**

- Post-secondary diploma or degree in a related field (i.e., Business, Management, Engineering, Engineering Technology etc.) or an equivalency of education and experience may be considered.
- Minimum ten (10) years of related experience, with at least five (5) years in a leadership role.
- Significant experience in Microsoft Office applications.
- Advanced demonstrated knowledge of the Public Works department's organizational components, including policies, and bylaws related to each organizational unit.
- Knowledge of the principle of finance and budget management.
- Experience with research, data collection and the interpretation of data.
- Advanced communication skills and excellent presentation skills.
- Excellent collaborative negotiation and problems solving skills.
- Highly developed level of interpersonal skills and diplomacy to interact with a variety of internal and external clients.
- Ability to develop, implement and evaluate innovative plans.
- Ability to analyze and interpret administrative procedures, regulations, legal documents, and/or legislation related to Public Works.

### **ASSET QUALIFICATIONS:**

- Extensive experience working in Public Sector.
- Local Government Administration or Management training.

- Public Works Supervisor Level 3.
- Experience working with Geographic Information System (GIS).
- Membership in either Association of Professional Engineers and Geoscientists (APEGA) and/or Association of Science and Engineering Technology (ASET).
- Membership in American Public Works Association (APWA) and Alberta Water and Wastewater Operators Association (AWWOA).

#### **CONDITIONS OF EMPLOYMENT:**

- Criminal Record Check Clearance.
- Valid Class 5 driver's license with a satisfactory review of a three (3) year Driver's Abstract with no more than six (6) demerits.

#### **COMPETENCIES:**

The ideal candidate will be able to demonstrate the following competencies:

- Thinking & Acting Strategically - sees beyond current situation, understands impact, creates alignment, links priorities to strategy, advises.
- Building Influential Working Relationships - able to effectively build relationships with a wide range of partners internally and externally to the organization.
- Optimizing Performance & Results - knows and understands how to set and achieve results, they build accountability with their teams, and maximize their team's performance. They strive to improve performance through innovation, while continually assessing risk and inspiring others.
- Growing Talent & Workforce Capacity - fosters an inclusive workplace, and builds a learning culture that pursues continuous growth, and builds capacity within teams.
- Fostering Innovation & Steering Change – able to identify issues, stimulates creativity, remains on the leading edge, and is agile in change management.
- Politically Astute – knows and understands legislative and regulatory processes and has an intuitive ability to read the political implications of recommendations and actions; prepared to guide and mentor City leadership with solid and informed recommendations.

#### **OUR COMMITTEMENT:**

At the City of Spruce Grove, our services center around people. We are not all the same and that is our strength. Our organization is fostering a culture of inclusion. Through curiosity and a commitment to listening, reflecting, and learning, we are striving to enhance our practices. Honouring our differences means we can better serve and build a welcoming, supportive, and safe community. If any employee wishes to discuss our commitment, or how we may accommodate or improve on our commitment they are to bring it to the attention of their supervisor or human resources

**WHAT WE OFFER:**

- Competitive annual salary
- Pension
- Medical & Dental Benefits
- Life Insurance
- Wellness Initiatives
- Work/Life Balance
- Recognized General Holidays
- Leave Options
- Flexible Work Arrangements
- Perks
- Positive Work Atmosphere
- Employee Awards
- Volunteer and Fundraising Opportunities
- Professional Development

**ADDITIONAL INFORMATION:**

- Please visit [www.sprucegrove.org/careers](http://www.sprucegrove.org/careers) for more information and to apply.
- Only those candidates selected for further consideration will be contacted.
- Candidates may be interviewed as applications are received.