THE CORPORATION OF THE MUNICIPALITY OF BRIGHTON

INTERNAL JOB OPPORTUNITY – MANAGER OF OPERATIONS

The Public Works and Infrastructure Department is currently recruiting for a permanent full-time Manager of Operations.

Responsibilities:
Reporting to the Director of Public Works and Infrastructure, the Manager of Operations is responsible for the administration and management of Municipal Facilities and Roads Department Service Delivery, Training and Risk Management

Qualifications:
- Post-Secondary Diploma in Civil Engineering, Construction Technology, Facility Management or equivalent
- 3-5 years’ experience in a municipal environment, including maintenance management and experience in the construction industry
- Proven organizational skills to ensure proper work planning/scheduling as well as the ability to promote effectiveness and efficiency
- Proven experience in managing large capital projects
- Experience using GPS and proficient with computer applications (MS Office)
- Working knowledge of applicable legislation, regulations, standards and best management practices
- Demonstrated budget and contract administration experience
- Excellent interpersonal, communication and management skills
- Must possess a valid Class G license
- Clean Criminal Records Check

Duties:
- Manages the ongoing operations of the Department, ensuring assigned work activities, projects, programs and production levels are being met.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures in the Department and advises the Director regarding the development of plans, priorities and policies for effective service delivery and customer service.
- Project management responsibility for municipal facilities including maintenance/capital projects.
- Preparation and management of facility maintenance agreements for all facilities.
- Manage the creation and maintenance of a Facilities Condition Assessment Report.
- In coordination with the Finance Department, develops and maintains a capital asset management program for municipal facilities and systems.
- Supervises Staff, monitors performance, including the identification and resolution of areas of concern.
- Ensure all work is performed according to provincial regulations, municipal standards and polices, safety legislation and related guidelines.
- Directs and oversees all contracted services and employees associated with the maintenance of Roads and municipal buildings.
- Assists the Director and contributes toward the development of the department’s annual capital and operating budgets, monitors and approves expenditures.
- Ensure that Risk Management practices and procedures are developed and implemented for all work within the Department including Maintenance Standards compliance.
- Responsible to attend and provide support documentation for the Accessibility Advisory Committee.
- Develop and maintain a preventive maintenance and inspection program for Municipal buildings.
- Responsible for the development and implementation of a departmental training plan.
- Responds to emergency calls/situations and is a member of the Municipal Emergency Control Group
- Other duties as assigned.

Pay Rate: Non Union Band 18 (2019 pay range $70,952-$88,050/year) complimented by a generous benefit package and enrollment in the OMERS pension plan.

Qualified candidates are invited to submit a covering letter and resume clearly marked “Manager of Operations” prior to 12:00 p.m. March 23, 2020 to hr@brighton.ca

Personal information and any supporting material is obtained and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodations for persons with disabilities are available throughout the recruitment process upon request to Human Resources.