



**Mackenzie
County**

OPPORTUNITY PROFILE Director of Operations

www.mackenziecounty.com

ABOUT MACKENZIE COUNTY

Mackenzie County is Alberta's largest County. Located in the northwestern corner of the province approximately 700 kilometers from Edmonton, with the corporate office located in Fort Vermilion, and sub-offices in High Level, La Crete, and Zama City. The County comprises 12 percent of Alberta's entire landmass; at just over 80,000 square kilometers it is larger than the province of New Brunswick.

The County offers a mix of flat arable land with boreal forest, thus accounting for active agriculture, forestry, and tourism industries which drive the economies of the County's three hamlets: Fort Vermilion, La Crete, and Zama City. Mackenzie County has experienced significant growth since 1998, and the trend is continuing as many businesses and newcomers recognize the unique lifestyle and employment opportunities the County provides.

Our Vision is

An enhanced quality of life, choices in community opportunity, and a healthy economic climate.

Our Mission is

Through the effective use of resources, provide a reasonable and equitable level of service and endeavor to create a sustainable economic climate.

Our Organizational Values are

An efficient, fiscally responsible organization that is sincere and approachable, treats people with respect and maintains a high degree of integrity.

THE OPPORTUNITY

Reporting to the Chief Administrative Officer (CAO), the Director of Operations is responsible for ensuring continuity standards for road maintenance and construction throughout the County and assists in developing short and long range strategic and operational plans. This position will be responsible for:

- directing, monitoring and overseeing the activities of the Operations Department (County wide).
- planning, prioritizing and ensuring the successful implementation of the operations, maintenance and construction programs.
- overseeing contracts for projects.
- effectively preparing and monitoring departmental and project budgets.

The Director will provide recommendations and advice to the Chief Administrative Officer and Council and effectively manage staff.

The primary location for this position will be in La Crete, however the individual may be required to work in other areas of the municipality as per operational requirements.

Key Roles & Responsibilities

- Monitors and ensures the best uses of operational resources. Prepares and monitors budget expenditures and prepares cost estimates ensuring sound financial (purchasing directives) policies and practices of the County are adhered to.
- Reviews and approves all expenses in the Department.

- Coordinates and assigns work within the department and oversees the progress of assigned projects and activities.
- Reviews road maintenance program objectives to ensure technical adequacy and consistency.
- Coordinates and assigns work for the technical staff involved in capital projects and oversees the progress of assigned projects and activities.
- Develops and recommends both short term and long-range plans for the operations section.
- Prepares presentations for elected officials, staff and stakeholders. Utilizing his/her effective report writing skills, prepares and reviews committee and council reports, RFPs and RFQs.
- Assists the CAO in developing collaborative approaches around issues and challenges. This would include staff, other departments, other external agencies and regional stakeholders.
- Develops practical yet innovative solutions to transportation operational issues.
- Monitors the work and performance of contractors and consultants carrying out maintenance and operational services and capital work projects. Provides recommendations to the CAO and Council on results obtained.
- In conjunction with the CAO and Director of Finance, prepares contract proposals and tender documents related to transportation functions within the County, and provides recommendation to the CAO and Council, as required, on the selection of tendered documents.
- Develops policies and procedures including specifications and standards for County road network, vehicles, equipment, signage, purchases, and preventative maintenance program for Council consideration.
- Implements all procedures and policies related to operational infrastructure maintenance to applicable guidelines.
- Ensures all operations are conducted in a safe manner and in accordance with County policies and all subordinate staff follow Occupational Health and Safety Rules and Regulations.
- In conjunction with the CAO, coordinates responses to emergency conditions.
- Files monthly activity report to CAO.
- Ensures public relations are maintained by responding in a professional manner to all inquiries and/or complaints.
- Assures exceptional customer service is provided by the subordinate staff and leads a customer focused team.
- Provides mentorship, coaching, offers conflict resolution skills and able to handle difficult or sensitive situations regarding staff, tax payers, stakeholders and politicians.
- Undertakes an annual performance appraisal for each subordinate employee. Responsible for the effective and efficient performance of all subordinate staff.
- Performs other duties as required by the Chief Administrative Officer.

OPPORTUNITIES AND CHALLENGES:

- Preparing templates for ongoing and future contracts. Will need to write and rewrite contracts and tender forms with regards to various projects.
- Understanding the political culture of the organization.

THE PERSON

Qualifications and Experience

- Degree in Civil Engineering, with a Professional Engineer (P.Eng.) designation or Certified Engineering Technologist (C.E.T.) designation, or an equivalent combination of education, training and experience.
- Working knowledge of the Highway Traffic Act, Municipal Government Act, Occupational Health and Safety Act, and any other relevant legislation, policies, and procedures.
- A minimum of five (5) years of progressive, direct or related work experience with knowledge of municipal infrastructure design.
- Experience with bylaws, policies, budgets, research and program development.
- Has a thorough understanding of procurement, tendering, and project management.
- Excellent analytical, organizational, problem solving and written/oral communications skills.
- Effective leadership skills and commitment to customer service excellence.
- Proficient computer skills including in Microsoft Office applications.
- Availability to respond to emergency situations, attend evening and/or weekend meetings or events as required.
- Must have strong communication skills; requires tact to avoid friction.
- Understanding of low German is an asset.

Knowledge, Skills & Attributes

Interpersonal Skills—Able to effectively build relationships with a wide range of stakeholders. Patient and resilient; embraces challenges while accepting the reality of obstacles. Is flexible and adaptable. Has a positive outlook and a sense of humour.

Communication—An open, honest, and straightforward style with all audiences; demonstrates candour and respect to all and is prepared to delegate responsibility and accountability. Strong communication with the community and a diversity of stakeholders.

Integrity and Trust—Seen as a direct, truthful individual. Has integrity and ethics. Respectful of others and respected by peers. Honest, sincere, dependable, authentic, and trustworthy. Committed to the County's values, vision, and mission and acts as a role model. Displays stamina and energy. Committed to personal growth and development for self and others.

Leadership Skills—Demonstrates a visionary leadership style while giving guidance and support. A mentor and positive role model combined with a practical and common-sense approach. Builds proactive teams, incorporating the views of others and empowering staff. Appreciative, engaging, understanding and knowledgeable of rural issues and concerns. Identifies opportunities, inspires action and achieves results. Intuitive.

Conflict Resolution—A consensus builder with a proven ability to positively engaging people from diverse or polarized positions in problem-solving. Able to develop proactive solutions through the use of interest-based negotiations demonstrating strong conflict resolution skills.

High-level of Energy and Commitment—Can be counted on to get things done and the ability to make good decisions in a timely manner. Demonstrates a strong ability to work effectively within the public-sector environment and is politically astute.

Customer Service—Demonstrates and demands a high-level of customer service. Ensures customer needs are identified and timely addressed and ensures respectful consultation with all citizens in the development of quality service. Respects and understands the public/citizens. Gets things done.

Financial Management — Timely, efficient, and transparent in all budgeting, financing and information reporting.

Planning & Organizing—Effective planner and project manager; uses resources effectively and efficiently: sets clear expectations; designs practical processes and procedures.

COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

FOR INFORMATION, PLEASE CONTACT

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