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# Medicine Hat

**OPPORTUNITY PROFILE**

**Associate Director – Utility Distribution Systems**



## About the City of Medicine Hat

Medicine Hat is a thriving city of over 65,000 residents. Located in the beautiful South Saskatchewan River Valley, residents enjoy the beauty and peace of the coulees and rolling prairie which boasts many species of wildlife.

Medicine Hat is a community alive with vibrancy and spirit few communities witness. The community enjoys the values that are intrinsically tied to our history and quality of life. Medicine Hat strives to achieve City Council's vision of being "a community of choice" where people come to live, work and play.

Medicine Hat has much to offer residents, visitors and businesses alike. We boast an excellent climate, a safe and healthy community, vibrant arts and entertainment, and ample recreation and leisure opportunities.

Visit **Tourism Medicine Hat** for more information on things to do and see in our beautiful community.



## The Opportunity

This management role is accountable for leading the engineering, system planning, and major projects functions within the electric and gas distribution business units. Reporting to the Director – Utility Distribution Systems, the Associate Director – Utility Distribution Systems applies leadership, managerial, and technical expertise to achieve departmental objectives. This role serves as Chief Engineer of the UDS group, is responsible for ensuring compliance with all applicable regulatory requirements, and delivers capital plans, designs, and engineering recommendations that deliver the best outcomes for the City and the ratepayers. Operating within a municipal framework, the role navigates the balance between private-sector business models and public-sector mandates. As part of the Utilities Distribution Systems team, the Associate Director collaborates across departments to support the department's vision, values, policies, and strategic priorities.

## Key Roles & Responsibilities

### Strategic Leadership and Planning

- Developing and implementing long-term engineering strategies aligned with the City's and department's goals and objectives.

- Providing technical guidance and expertise to the engineering team, ensuring adherence to industry standards and best practices.
- Developing and implementing asset management strategies to optimize the performance and lifespan of the utility's infrastructure, with consideration for the total cost of ownership.
- Providing leadership for the management of various engineering projects, from conception to completion, ensuring they are delivered on time and within budget, while meeting both internal and external stakeholder objectives.

### **Operational and Financial Accountability**

- Developing, managing, and monitoring the engineering team's budget, ensuring efficient resource allocation. Ensuring effective alignment and integration of the engineering budget with the department's budget.
- Overseeing the performance of the electric grid, including substations and distribution networks. Providing recommendations to operations for innovative improvements that will achieve the long-term goals of the department.
- Collaborates with business unit managers to ensure that asset maintenance and asset development projects are planned, managed and executed in the most effective manner possible.

### **Leadership and Compliance**

- Building and maintaining strong relationships with various stakeholders, including clients, regulatory bodies, other sub-departments within Utilities Distribution Systems, and other City departments.
- Ensures direct reports and other staff members follow the City's policies and procedures, protocols, and collective agreements of the assigned scope of work.
- Ensuring all engineering work complies with industry standards, regulations and acts, and that safety protocols are followed.
- Fosters a healthy and psychologically safe culture within the engineering team, within the department, and models the way as a leader across the organization.
- Provides daily leadership, guidance, support, coaching and performance management to direct reports.
- Establishes roles and responsibilities and holds staff accountable to meet work plans and commitments.
- Leading and mentoring the engineering team, fostering a culture of collaboration, innovation, and continuous improvement.



# The Person

## Qualifications & Education Requirements

A degree in Engineering from a recognized post-secondary institution is required, with a preference for Electrical Engineering. The ideal candidate will bring a minimum of fifteen years of experience in the utility or related industry, demonstrating a strong background across all disciplines, including at least five years in a senior management role. An equivalent combination of management-approved education and experience may be considered. The candidate must be a Professional Engineer (P.Eng), registered or eligible for registration with APEGA. A specialization in electrical engineering is preferred, along with strong knowledge of natural gas utility systems.

## Knowledge, Skills & Attributes

**Relationship Building and Collaboration** - Understands how to develop and sustain productive relationships with internal departments, consultants, contractors, customers, and regulatory authorities. Navigates complex interactions with professionalism, cooperation, and diplomacy while ensuring alignment with organizational interests and service expectations.

**Contract Administration** - Demonstrates knowledge and skill in applying contract tender principles, procedures, and administration. Ensures clarity, fairness, and compliance throughout procurement processes, from documentation development to evaluation and execution.

**Financial and Budget Management** - Possesses a solid understanding of municipal budgeting principles and practices. Applies financial stewardship to planning, forecasting, and managing expenditures, ensuring effective use of resources and alignment with operational and strategic priorities.



**Regulatory Compliance** - Maintains working knowledge of relevant industry regulations, including the Occupational Health and Safety Act and Utilities Regulations. Applies regulatory standards to decision-making, operational practices, and risk management to ensure safe and compliant service delivery.

**Technical Systems Knowledge** - Holds a working understanding of electric and gas utility systems, encompassing capital planning, operating models, and regulated business environments. Applies this knowledge to operational oversight, service performance, and long-term infrastructure planning.

**Technology Proficiency** - Proficient in the use of Microsoft Office, modern Windows-based software, and standard office technologies. Utilizes digital tools to support documentation, communication, reporting, and efficient day-to-day operations.

## Compensation

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

## Express Your Enthusiasm

*Leaders International values diversity, equity, and inclusion in all aspects of our operations. Candidates are invited to contact us directly with any accommodation requests.*

To apply, please email your cover letter and resume (PDF or Word document only—preferably as one document) to **Ardyce Kouri or Olesia Linkevych** at [apply@leadersinternational.com](mailto:apply@leadersinternational.com), indicating the job title in the subject line.

**Leaders International Executive Search** [www.leadersinternational.com](http://www.leadersinternational.com)