

## Director, Operations & Property Services



Ponoka is an attractive and progressive community where people of all ages enjoy a balance between rural and urban lifestyles. Boasting one of Alberta's most competitive utility and tax structures, Ponoka offers urban infrastructure, excellent transportation route access, and a skilled workforce, along with affordable residential, farm, industrial and commercial properties. Nestled in the picturesque Battle River Valley and directly off the Queen Elizabeth II Highway, the community of Ponoka is home to approximately 7,200 residents and employs about 70 staff on an operating budget of \$18 million.

We are currently seeking applications for the position of Director of Operations & Property Services. Reporting to the Chief Administrative Officer, the Director of Operations & Property Services is responsible for providing leadership and direction to Public Works, Water Works, Electrical, solid waste management services, roads, fleet maintenance, recycling, and the airport, along with support to other Town departments.

Duties include:

- Preparing operating and capital budgets (annual and multi-year), while ensuring all funds are used in a responsible manner, and all regulatory requirements within the department are being met;
- Providing assistance to other departments, boards, advisory committees and corporate projects;
- High level thinking in the development and implementation of the Town's strategic plan;
- Strategically leads, plans, directs, coaches, supervises, and coordinates the operation of the departments and services;
- A high level of positive and proactive public relations and customer service is critical;
- Administering, Planning and Managing contracts and projects in all areas of public works, electricity, water, sewer, waste management, (and parks in conjunction with the Director of Community Services);
- Ensuring compliance with policies, regulations, departmental bylaws, legislation and has a strong understanding of local government;

The successful applicant will possess the following skills and abilities:

- A professional engineering degree or equivalency in civil engineering technology and public works vocations, supplemented with management development education. Course work and/ or Training in Local Authority Administration will be considered;
- Seven (7) to ten (10) years of progressively responsible municipal experience, the majority of which will be in a supervisory position;
- Management competencies including leadership, results focused, financial management, risk management, business planning, decision making, customer service and needs assessment;
- Well-developed interpersonal communication skills with a proven history of integrity and professionalism;
- Proficiency in Microsoft Office and CAD;
- Valid Class 5 Drivers' License;
- The successful candidate will be required to submit a satisfactory Criminal Record Check and Vulnerable Sector Check.

Salary will commensurate with experience and will include participation in LAPP and Health & Dental benefits. Hours of work are Monday to Friday 8:30 am to 4:30 pm, 35 hours per week. The Town of Ponoka supports personal and professional development on an ongoing basis.

Applicants are asked to email resumes to [hr@ponoka.ca](mailto:hr@ponoka.ca)

*The Town of Ponoka thanks all applicants in advance, however, only those being considered will be contacted.*

