



EMPLOYMENT OPPORTUNITY

Director of Operational Services CET

The Town of High Level www.highlevel.ca has a challenging position for a self-motivated **Director of Operational Services CET, commencing immediately**. The ideal candidate will have demonstrated strong contract administration, project management & design skills; possess superior management and interpersonal skills; plus the ability to provide strategic leadership to a diverse employee group.

Reporting to the ACAO, the **Director of Operational Services** will oversee the safe and efficient operations of road and infrastructure projects and maintenance, oversee the operation of a Class III water treatment facility, oversee the operation of the municipal airport, oversee municipal land maintenance, perform administrative duties related to the field; interact with the public, staff and joint services users; provide ongoing support to other Town of High Level Departments; and participate as an integral part of the Senior Management Team. Administrative support is available to this senior management position.

The ideal candidate will have a comprehensive understanding of Municipal Government; including Tenders, RFPs and Grant Funding submissions, with a demonstrable combination of education and experience in municipal infrastructure.

Minimum CET designation is required.

Certifications in Airport Operations and/or Alberta Environment Standards for Water & Sewer would be an asset.

Computer proficiency with Microsoft Office and a variety of customized software is a must.

Equivalencies and/or experience will be considered.

Preference will be given to those with five or more years of municipal background who possess management experience and a sound working knowledge of public works operational issues.

The Town of High Level offers a competitive salary dependant upon qualifications and a comprehensive benefit package after three months. Relocation assistance may also be available.

Please submit your resume and covering letter to:

Human Resources
Town of High Level
10511-103 Street
High Level, Alberta T0H 1Z0

Email to: resumes@highlevel.ca

Fax: (780) 926-2899