



## Wanted: GENERAL MANAGER, INFRASTRUCTURE & PLANNING

### The Job

The Town of Edson seeks an experienced, professional, and highly engaged candidate to step into the role of General Manager, Infrastructure & Planning.

The candidate selected will have an exceptionally strong track record managing teams at the Executive Level. They will bring strong, steady, and visionary leadership to a Team of experts overseeing a massive portfolio that includes capital projects, urban planning, public infrastructure, utilities, waste management, and fleet management. Among other things, this job includes:

- Providing for the consistent and continuously improving delivery of critical municipal services to the residents of Edson
- Ensuring for the achievement of core strategic objectives as defined by Council and refined by Administration
- Overseeing a coherent and effective asset-management program
- Ensuring for the development and redevelopment of critical bylaws, policies, and procedures
- Ensuring organizational compliance within a highly complex, diverse, and multi-level regulatory framework
- Overseeing procurement and the management of multimillion dollar contracts
- Ensuring consistent budgetary compliance despite constantly shifting conditions and ever-present challenges
- Liaising with external government agencies regarding relevant regulations, policies, and funding
- Securing reliable sources of revenue and grant-funding, where available

### The Candidate

The person in this role must be an exceptional and proven leader with a track record in leading organizational change, ensuring executive values and objectives are correctly translated through all levels of the I&P Branch.

Further, they must be a high-level collaborator with a talent for building positive working relationships. They must have strong presentation skills and the ability to influence positive outcomes in a variety of settings with a diversity of different stakeholders, internal and external.

In addition to the above, the person we hire will possess:

- A post-secondary Degree in Urban Planning or Engineering or related, with preference going to a candidate who holds a Master's Degree or a P.Eng with the Association of Professional Engineers and Geoscientists of Alberta (APEGA).
- At least 8-10 years' experience managing at a high-level in a municipal environment
- Significant knowledge and experience in municipal operations, systems thinking, strategic planning, organizational processes and systems, government relations, policy analysis, facilitation, and project management.

**Note: Alternative combinations of education and experience which demonstrably provide the required knowledge and skills may be considered.**



This person must be a cultural carrier, placing the residents we serve at the top of their personal and professional priority list, and ensuring everyone on the team follows suits.

### Why should you join the Town of Edson?

We are driven by our unrelenting, unapologetic, unmitigated commitment to the residents of Edson. We want to make a difference with the provision of excellent service and first-rate public stewardship. This passion has not led us to be your run-of-the-mill public bureaucracy. On the contrary, it has given us an entrepreneurial spirit and an environment that increasingly fosters open dialogue, evidence-based decision-making, team thinking, a marathon mentality, AND a healthy risk-tolerance.

Because of this, we're committed to creating the kind of workplace where the ideas you contribute are assessed on their merits, not your status in the bureaucratic pecking order. We want this to be the kind of place where you're judged by the quality of your contributions, not your ability to look busier than the person sitting next to you. We want you and your team to feel free to create, to improve, to innovate and to contribute meaningfully.

Have we 'arrived' at this destination? Nope, but we're getting there. We hope you can help us do so.

### Now let's talk compensation

In addition to a competitive wage package, excellent benefits, and an awesome pension plan, we have a vacation package that proves how different we really are. How does 6 weeks vacation a year sound to you?

We think vacation is something you need to perform your job more effectively. Because study after study clearly demonstrates that employee productivity increases when you increase time off; and we're just crazy enough to follow the science. Because "everyone else is doing it" isn't a good enough reason for us.

### How do you apply?

Send us a resume and a cover letter. In that cover letter, please tell us **who you are, what you value, and why you want to work** in an organization like ours. (Please keep it to one page)!

If we consider your application, you'll need to be prepared for a rigorous process that includes at least two interviews, a thorough background check, a comprehensive psychometric assessment, and a challenging homework assignment.

**Please send your cover letter and resume to:**

Email: [humanresources@edson.ca](mailto:humanresources@edson.ca)

Visit our website at: [www.edson.ca/jobs](http://www.edson.ca/jobs)

Be sure to quote Competition Number: EDSOM-202104



### **General**

As a member of the Town's Executive Leadership Team, the General Manager of Infrastructure and Planning provides visionary, strategic leadership for the organization and the department. The General Manager is responsible and accountable for the provision of planning and development, capital project management, infrastructure and operations management, land development, and intergovernmental relations.

The General Manager supports and provides strategic advice to the Chief Administrative Officer (CAO) and Town Council and acts as a primary liaison for a number of regional stakeholders.

### **Primary Responsibilities and Authority**

#### **General Accountabilities**

- Provide advice to the CAO and Elected Officials in the establishment of strategic objectives, policies and programs for the delivery of municipal services.
- Analyze, review options, assess risks, provide advice, make recommendations for the delivery of engineering, operations, and planning programs.
- Provide technical assistance in all operational and capital projects, and advise on infrastructure, and planning and development issues as they arise.
- Work in collaboration with other Departments to capture all infrastructure assets and provide life cycle cost analysis, condition assessments and asset risk management for the Asset Management Plan.
- Work with other Town Departments to lead and oversee the land holdings of the Town including purchasing and disposal.
- Implement departmental work programs and policies as approved by Council.
- Prepare or assist with the preparation of procurement documents, the selection of contractors, and the development and management of contracts.
- Liaise with external government agencies regarding relevant regulations, policies, and funding.
- Work in collaboration with other departments as required, ensuring needs are met and policies adhered to, and developing a coordinated approach to cooperative functions.
- Understand and comply with all relevant legal, regulatory, and policy parameters affecting the department.
- Perform additional related duties as assigned by the CAO.
- Manage personal professional development budget within established parameters.
- Serve in an assigned capacity in the Emergency Operations Centre during a disaster response.
- Serve as Acting CAO as assigned

#### **Human Resources, Team Management, and Leadership**

- Provide outstanding leadership by modeling the way, inspiring a shared vision, challenging the process, encouraging heart and enabling others to act.
- Create a team environment which inspires hard work, dedication, collaboration, and excellence.
- Cultivate a working environment which embodies integrity, trust, and respect.
- Train, mentor, and support staff to ensure their success and professional growth, while delegating sufficient authority to enable independent and creative completion of assignments.
- Work with staff to recognize and support a balanced lifestyle.
- Manage challenging personal and interpersonal dynamics sensitively and respectfully; respond appropriately to reports of disrespectful conduct.
- In collaboration with Human Resources, manage the hiring, terms of employment, evaluation, discipline, and termination of employees.
- Provide recommendations to the CAO regarding the organizational structure and staffing of the Department.



## **Financial and Budgetary**

- Prepare annual departmental operating and capital budgets.
- Ensure that all procurement is completed in accordance with the approved budget, the Purchasing Policy, and other legal or policy requirements.
- Ensure fiscal responsibility and efficient revenue generation; pursue alternative funding sources (e.g. grants) wherever possible.
- Authorize purchases and accounts within assigned limits.

## **Health and Safety**

- Comply with all Town policies, work procedures, rules, safety instructions and relevant directives in the Alberta Occupational Health and Safety Act, Regulation, and Code.
- Promote health and safety initiatives within the department.
- Participate in workplace safety initiatives, including inspections and audits.
- Report all incidents, including near misses, to appropriate personnel.

## **Policy Development/Administration**

- Develop and implement a long-range departmental planning framework by means of 3-year operational plans, 5-year capital plans, and Council-approved master plans.
- Establish and maintain effective policies/procedures for planning, operations and engineering functions.
- Review, evaluate, research, and introduce new service levels/programs; remain abreast of legislative or other changes affecting the department, as well as industry best practices.
- Prepare reports for the CAO, Council, or other stakeholders regarding the department.
- Aid in the development of the Town's Strategic Plan.
- Respect organizational and staff confidentiality.

## **Public Relations**

- Foster positive and responsible working relationships with other government agencies, the private sector, community organizations and residents.
- Identify and develop strategies and tangible engagement plans for building and enhancing effective relationships with stakeholders and public communication.

## **Qualifications**

### **Skills and Characteristics**

- Refined leadership and motivational abilities.
- Creativity and innovativeness; ability to continually improve services and processes in the face of new circumstances, evolving priorities, and resource constraints.
- Advanced organizational skills; ability to handle a variety of complex projects/tasks with competing priorities and strict deadlines.
- Highly developed interpersonal, verbal, writing, and presentation skills.
- Knowledge of municipal infrastructure management, maintenance, planning, and operation.
- Knowledge of Autocad, GIS, and MIMS software and applications.
- Skills in financial planning, business analysis, and project management.
- Strong working knowledge of the MS Office suite.
- Ability to work flexible hours as required.



## Education, Experience, and Credentials

*Generally, the following minimum credentials are expected:*

- Eight to ten years of professional leadership experience at a senior level.
- A Professional Engineer (P.Eng.) designation with the Association of Professional Engineers and Geoscientists of Alberta (APEGA) is preferred. Accreditation as Certified Engineering Technologist (CET) with the Association of Science and Engineering Technology Professionals of Alberta (ASET) may also be considered. Certification as a Projects Manager Professional (PMP) through the Project Management Institute is preferred. Master's Degree in Urban Planning may also be considered.
- Significant knowledge and experience in municipal operations, systems thinking, strategic planning, organizational processes and systems, government relations, policy analysis, facilitation and project management.
- Must have demonstrated skills in long term planning, visioning and budgeting.

*Alternative combinations of education and experience which demonstrably provide the required knowledge and skills may be eligible in certain circumstances.*