



The Village of Point Edward General Manager, Operations

Work in the picturesque village of Point Edward, situated near vibrant city life. The village is located along the stunning shores of the St. Clair River, where it meets Lake Huron. Point Edward offers a waterfront paradise, and a point of international crossing at the Bluewater bridge, where Canada meets Michigan. Year-round entertainment is guaranteed with diverse shopping and dining experiences, exciting community events, and the Starlight Casino Point Edward.

We are in search of a driven and highly skilled General Manager of Operations to become an integral part of our management team and oversee the Operations division. In this strategic role, you will oversee three departments, Public Works, Arenas, and the Environmental Services Department.

Job Description:

In this pivotal role, the General Manager will bring a strategic perspective to the Operations division. You will be entrusted with administering and directing of all capital investments ensuring cost-effective and timely maintenance of our municipal infrastructure in all three departments, through budgeting, project management, optimizing staff resources and enhancing operational efficiency.

Key Responsibilities:

- Utilize your in-depth knowledge of current legislation, policies, and procedures in public works, arena management, parks, and water-related matters to guide strategic decision-making.
- Ensure compliance with a wide range of regulations, including but not limited to: Provincial Minimum Maintenance Standards, the Highway Traffic Act, Municipal Act, Accessibility for Ontarians with Disabilities Act, Occupational Health and Safety Act, Commercial Vehicle Operators Regulations, Technical Standards and Safety Authority, the Environmental Protection Act, The Safe Drinking Water Act, and other relevant legislation.
- Represent the Village professionally, both in interactions with staff, peers, Council members, suppliers, contractors, and the public, as well as in conveying ideas and solutions clearly and effectively, both verbally and in writing.
- Use your proven management experience in leading teams in a unionized environment.
- Use technical knowledge to support, train and lead teams.
- Spearhead the contract administration, tendering, and budgeting processes.
- Demonstrate unwavering commitment to performance management through your professional development and that of your team.

Qualifications:

The ideal candidate will possess:

- Successful completion of post-secondary education in a related program (Civil Engineering, PEng or Civil Engineering Technology, CET or related field) or equivalent combination of education and experience plus 5 years of experience in public works, water or arenas at a supervisory level.
- Certified Road Supervisor (CRS),
- Water/Wastewater Operator Certifications

- Working knowledge of Geographical Information Systems (GIS) for municipalities and Municipal Work and Asset Management Platform (MESH)
- Holding a Certified Roads Supervisor (CRS) designation.
- A Refrigeration Certificate or relevant experience related to recreational ice refrigeration.
- Possession of higher classes of driver's licenses.
- Strong communication skills with excellent interpersonal, organizational and leadership qualities.
- Knowledge of or familiarity with our unique and "Progressively Independent" Village.
- Qualifications to provide training, distribute work efficiently, complete Performance Management tasks, and offer instruction, feedback, and motivation while ensuring adherence to current health and safety protocols.
- Exceptional report-writing skills for memos, emails, policies, and procedures.
- Computer proficiency, including knowledge of Microsoft Office products and other relevant software.

Additional Information:

- The salary range for this role is \$97,601.79 to \$124,442.28 per annum, accompanied by a comprehensive benefits package.
- Availability for after-hours work may be required to address emergency calls and weather-related issues.
- Attendance at Council and committee meetings is mandatory.

Qualified candidates are invited to submit a cover letter and resume in confidence by 12:00 noon on Friday, November 24, 2023 to:

Colette Annetts
President, Annetts and Associates
Email: admin@annettsandassociates.com

The Village of Point Edward is committed to creating an inclusive and diverse work environment, and we welcome applications from all qualified candidates, including those of all backgrounds, cultures, abilities, genders, and identities. We do not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, or any other protected status recognized by Canadian law.

Only candidates chosen for an interview will be contacted.