

Town of Taber Public Services Manager



Located 30 minutes east of Lethbridge, the Town of Taber (population 8104) is a growing agricultural, oilfield servicing, and regional trading centre in southern Alberta.

POSITION SUMMARY

As a member of the management team, the Public Services Manager is responsible for coordinating a comprehensive public services program, including the maintenance of Town owned roads, lanes, and sidewalks; curbs, gutters, and ditches; collection and disposal of solid waste; cemetery; and all operations equipment, vehicles, facilities, and infrastructure.

Under the direction of the Director of Public Services, the Public Services Manager will ensure the safe delivery of services in the most cost efficient manner in accordance with the Town of Taber's objectives, policies, and plans. Operating within a unionized environment, the Public Services Manager will coordinate the activities of the department.

RESPONSIBILITIES:

- See the complete range of responsibilities on our website at www.taber.ca

QUALIFICATIONS:

Ideal candidate will have:

- Minimum of five years of progressively more responsible supervisory experience, preferably in a municipal operations or public works environment
- A Civil Engineering Technology (CET) designation
- Level I Public Works Supervisor certification
- Standard First Aid, CPR and Automated External Defibrillation certification
- Valid Class 5 Driver's License
- Administration, Business Administration, or equivalent combination of education and experience.
- Intermediate Computer Skills - proficiency in Microsoft Office (Excel, Word, Access, PowerPoint, Outlook)
- Effective management, team building, leadership, and supervisory strengths, with a commitment for continuous improvement
- Thorough knowledge and understanding of philosophy & objectives of municipal public works
- Ability to develop & maintain effective operation systems, policies and procedures
- Ability to establish and maintain professional relations with staff, public, vendors, municipal colleagues, contractors, community organizations, and businesses
- Knowledge of Municipal Government Act, Occupational Health & Safety Act, and other federal & provincial legislation that apply to municipal public works
- Ability to provide a clean Police Information check

SUPERVISOR: Director of Public Services

HOURS OF WORK: Monday–Friday 37.5 hrs/week, 8am-4:30pm (7am-3:30pm summer operations)

SALARY: A competitive salary is available commensurate with qualifications and experience, including full benefits coverage and LAPP Pension.

HOW TO APPLY: Qualified candidates should submit a cover letter and resume to:

Human Resources
Town of Taber
4900A – 50 St.
Taber, AB T1G 1T1
Fax: 403-223-5530
E-mail: hr@taber.ca

Competition closes: Friday, October 12th, 2012 @ 4:30pm

