



Manager, Operations

Position Type: Permanent Full-time (Monday to Friday, 8:30 am to 4:30 pm)

Location: Port Elgin, Ontario

Salary: \$104,964.00 to \$119,277.00 (depending on qualifications and experience)

Who We Are:

The Town of Saugeen Shores (“the Town”) is a community poised for growth. We pay careful attention to all we value: our beautiful natural environment, located on the shores of Lake Huron, our waterfront and beaches, our community spirit and sense of pride, our inspired residents, and valued visitors. We are guided by our vision - **Future Ready: a committed and focused team, working together to grow and continuously improve to better serve the community.** We work collectively, collaboratively, and positively to benefit all who choose to visit the Town of Saugeen Shores or call it home.

At the Town of Saugeen Shores, we value work-life balance and offer competitive compensation, flexibility in work and opportunities for career growth. Our goal is to attract, develop and retain a highly engaged and talented workforce, while promoting a culture based on Trust, Respect, and Teamwork.

What we can offer you:

- Comprehensive extended health and dental benefits
- Enrollment in the OMERS pension plan
- Generous number of vacation days each year
- Flexible work arrangement
- Access to an Employee and Family Assistance Program
- A passion for investing in our workforce through continuous learning and development

About the Role:

We are seeking an experienced and forward-thinking **Manager, Operations** to join our Community Services and Operations team. As the Manager, reporting to the Director, Community Services and Operations, you will oversee the Water and Wastewater facilities and the contracted Operating Authority for drinking water supply and distribution. You will be accountable for the administration and management of the operations of the Town’s landfill, recycling and garbage collection, and cemeteries as well as support for the Town’s plumbing electrical and locate service delivery. You thrive on change and lead with passion and purpose, developing an empowered workforce through thoughtful leadership founded on principles of trust, respect, and teamwork.

Key Responsibilities:

- As a member of the Management Team, serve as a key advisor to the Director, Community Services and Operations.
- Water and Wastewater: Oversee the efficient operation of the contracted Water and Wastewater operations. Coordinate capital and operational works for the Water and Wastewater systems with the Operating Authority and Town Project Manager.

- **Operational Service Delivery:** Manage daily operations of Town cemeteries and landfill including staffing and maintenance. Responsible for resolving operational issues with the Ministry of the Environment, Conservation and Parks (MECP) and Bruce Area Solid Waste Recycling (BASWR).
- **Maintenance Operations:** Manage daily operations and maintenance of plumbing, electrical and locate division including staffing, work orders, and purchase monitoring and scheduling.
- **Management/People Leadership:** As a member of the Management Team and through the leadership of the Operations team, follow up and report on progress of Council directives, strategic initiatives, and projects, ensuring they are effectively moving forward and identifying opportunities to improve. Provide day-to-day direction and regular coaching to all staff within the division with a goal toward continuous improvement and advancement of corporate initiatives.
- **Financial Management:** Provide input to annual operating and capital budgets and support the development of the long-term financial strategy related to the Town's assets. Monitor performance against budget and prepare and deliver reports on performance against budget. Proactively address any items of mitigation.
- **Policy/Procedure Management:** Conduct regular review of relevant policies, programs and procedures applicable to the division. Maintain knowledge of collective agreements, Town policies and practices, legislation and regulations and standard operating procedures to ensure effective service delivery.

Competencies and skills you bring to the role:

- **Analytical:** You can collect and analyze information and apply logic and rationale when solving problems and making decisions.
- **Communication:** You can effectively and confidently communicate with others and provide detailed reports that are professionally researched and suited to the needs of the audience. You can facilitate presentations and information sessions for staff and Council.
- **Financial Management:** You can interpret financial information to assess the short-term and long-term fiscal conditions, determine the cost-effectiveness of programs and services and compare alternative approaches.
- **Initiative:** You demonstrate a personal orientation toward action and accepting responsibility for the results. You challenge the status quo and work proactively to achieve organizational goals rather than waiting for others to lead.
- **People Management:** You actively motivate and lead employees to optimize individual and team performance and the attainment of organizational objectives.
- **Planning and Leadership:** You are forward thinking with a proven ability to lead a diverse department toward an advanced model of service delivery and respond to emerging trends.
- **Problem Solving and Decision Making:** You are passionate about solving problems, uncovering root causes, and proactively finding solutions to achieve organizational and departmental goals. You exhibit a strong understanding of corporate governance issues and the political environment in which you make decisions.
- **Strategic Thinking:** You effectively balance short and long-term planning and actions. You understand, analyze, plan, implement, and assess organizational strategy.



Education/Specialized Training/Skills:

- 5 years of relevant progressive experience including 2-3 years of municipal management experience.
- Post-secondary diploma or degree in civil engineering technology, environmental studies, or a related discipline.
- Professional Engineering (P. Eng.) designation and/or certified Engineering Technologist (C.E.T.) is considered an asset.
- Preferred certification Water and Wastewater operator in all 4 disciplines
- Preferred certification in Landfill operations
- Working knowledge of water and wastewater, landfill and cemetery operations
- Thorough understanding of municipal infrastructure, infrastructure planning, operations, municipal finance and risk management considered as an asset.
- Possess familiarity and knowledge of the Occupational Health and Safety Act, Highway Traffic Act, Ontario Water Resources Act, Safe Drinking Water Act, Public Transportation and Highway Improvement Act, Fisheries Act, Ontario Construction Act, On-Site and Excess Soil Management regulations, etc.
- An understanding of the legislative process, government decision-making processes.
- Possess a Valid Class G Ontario Driver's license
- Experience working within a public sector environment is considered a strong asset

Application Process:

Qualified applicants are invited to apply online at the Town of Saugeen Shores Careers section of our website at www.saugeenshores.ca by the application deadline.

[Click here to apply.](#)

We thank all candidates for their interest; however only those selected for an interview will be contacted.

Application deadline: Wednesday, August 17th, 2022 at 4:30 pm

The Town of Saugeen Shores encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the hiring process. Any information received relating to accommodation will be addressed confidentially.

All information collected is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990* and will be used for the purpose of this employment opportunity only.