



EMPLOYMENT OPPORTUNITY DIRECTOR OF OPERATIONS

The District of Carleton North was created through the Province's Municipal Reform and is effective January 1, 2023. It includes the same areas that form the Carleton North high school catchment, and that has brought the communities together for the past 45 years. Just like Carleton North High School, the new District of Carleton North will serve and support this entire region on local government matters.

The Director of Operations is responsible for the safe, effective, and efficient management of all operational functions. This includes, but is not limited to, construction and maintenance of municipal roads and the transportation networks within the district, overseeing all water and wastewater systems, drainage management, operation of solid waste systems, upkeep of all municipal parks and natural areas, the health & safety program. In addition, the incumbent is responsible for organizing and monitoring the daily activities of two operational departments (Public Works and Facilities/Maintenance) and their managers to ensure they are performing efficiently and effectively. As a liaison, the Director of Operations will collaborate with multiple stakeholders when making decisions for operational activities and setting strategic goals for the organization.

Main Duties:

- Establishes quantitative and qualitative metrics, guidelines, and standards by which the company's efficiency and effectiveness can be evaluated; identifies opportunities for improvement.
- Reviews, analyzes, and evaluates business procedures.
- Utilize knowledge of municipal public works such as planning, design, maintenance, and construction standards.
- Oversee and monitor field programs, costing, equipment repair and maintenance, policy deployment, all while interacting with consultants, contractors, government agencies, suppliers, etc.
- Review engineering plans/work projects and prepare/submit relevant reports as required.
- Communicates and explains new directives, policies, or procedures to managers; for major changes, meets with entire operations staff to explain changes, answer questions, and maintain morale.
- Projects a positive image of the organization to employees, customers, industry, and community.

Qualifications:

- Post-secondary education in engineering or engineering technician preferred with business administration, public administration, or other related discipline being considered.
- Extensive and diverse background in a municipal government setting within the field of municipal operations (i.e., roads and transportation, underground infrastructure, utility and water systems, etc.), construction, and land use planning with 7-10 years of related experience.
- Valid New Brunswick driver's license;
- An equivalent combination of education and experience may be considered.

The complete job description can be seen at www.carletonnorth.com under the heading Job Opportunities.

Please include a cover letter with your resume. Application deadline is March 1st, 2023. Only those selected for an interview will be contacted.

Resumes may be e-mailed to lesley.mcbride@carletonnorth.com.