



TOWN OF SAINT ANDREWS

NOW HIRING: Municipal Operations/Asset Manager

On the shores of Passamaquoddy Bay, everything about our Town is special, including our status as a National Historic District with 300 + Heritage buildings. Saint Andrews is a treasure trove of beautiful architecture, stunning scenery, and rich marine life. Today we offer all the features of a thriving modern resort Town and were voted by USA Today as the Best Place in Canada to Visit in 2017. A visitor destination since the late 19th century, it is also a major center of marine science research and education with the Saint Andrews Biological Station, the Huntsman Marine Science Centre and Aquarium, and the New Brunswick Community College.

We are looking to hire an experienced **Municipal Operations/Asset Manager**, to oversee and manage the Town operational departments of Public Works, Arena, Utilities, and Fire. The **Municipal Operations/Asset Manager** will also be responsible for developing and implementing strategies, policies, and systems related to the preservation and enhancement of all Town tangible capital assets.

General responsibilities of the role include:

- Assist the CAO with the development and administration of Town budgets, with a focus on proposed capital works projects.
- Ensure expenditures within operational departments are controlled and maintained.
- Manage infrastructure asset management and lead the Asset Management policy.
- Supervise day-to-day operations of all department heads.
- Oversee contractors on all Town infrastructure projects, in-ground facilities, and equipment.
- Be the key point of contact with project engineers.
- Evaluate and develop processes and tools to increase efficiencies and improve the effectiveness of services provided by the Towns Operational Departments.

Requirements of the role include:

- Bachelor's degree or post-secondary diploma in Civil Technology or Business Administration or equivalent work experience.
- 5+ years of managerial experience in the public or private sector.
- Certification in Water Operator & Wastewater Operator an asset, or willing to obtain.
- Certification in Asset Manager Planning an asset, or willing to obtain.
- Proficiency with Microsoft Office and the ability to use other computer software as required.
- Experience with GIS programming.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources, leadership, production methods, and the coordination of people and resources.
- Able to multi-task, work independently, and have strong interpersonal skills.

Employment with the Town of Saint Andrews includes:

- Extensive cost-shared benefit program including full group insurance (health and dental), LTD, life insurance, and RRSP.
- Access to employee and family assistance program (EFAP).
- Three weeks' vacation to start.
- 13 observed holidays.
- Competitive salary.

Interested candidates should apply to hmcgee@practicalhrs.com on or before **March 3, 2023**. The Town of Saint Andrews appreciates all candidates for their interest; however, only those selected to continue in the application process will be contacted.