

# OPERATIONS SUPERVISOR (PERMANENT FULL-TIME)

The Town of Morinville is a growing community on the doorstep of Metro Edmonton. Developed on a foundation of rich heritage and culture spanning 100+ years, it offers an excellent quality of life with convenient access to all nearby big city amenities while retaining the characteristics of a vibrant and flourishing centre for the surrounding rural community.

The Town of Morinville is currently seeking a Full-Time Operations Supervisor to join our team. Reporting to the Manager of Infrastructure Services, this position will oversee the day to day maintenance and operations activities relating to Parks, Roads, Utilities, and Solid Waste Management. This position supervises full-time, part-time, and casual employees year-round and is considered a key operations role within the Infrastructure Services Team. The Operations Supervisor will have technical knowledge and expertise in a wide range of civil disciplines and the ability to problem solve and make thoughtful decisions taking into consideration budget, public safety, and service delivery.

## Key objectives of this position include:

- Plans, organizes, schedules, supervises, and inspects the work of the different Infrastructure Service teams.
- Evaluates work performance, determines training needs, and implements necessary training programs.
- Prepare annual work plans and coordinate short-term work objectives with the ability to adapt to changing conditions.
- Manage the budget and approve expenditures up to a predetermined limit and report on any variances.
- Perform site inspections to review progress, identify risks, and ensure work is meeting high quality standards.
- Attend and support the operation's safety/toolbox meetings and implement health and safety policies and procedures.
- Assist in the preparation and development of positional hazard assessments and standard operating procedures.
- Implement the Town's asset management program, including data collection and condition assessments.
- Support developer progress through on-site meetings, inspections, design reviews, variance requests, and completion walkthroughs.
- Ensure resident calls and emails are tracked and responded to in a timely and courteous manner. Utilize good judgement in resolving issues.
- Promote a workplace culture of continuous self-improvement, teamwork, safety, and respect.
- Other duties as required.

## Requirements:

- Minimum 2 year diploma in an engineering discipline or related field is required. An equivalent combination of education and experience may be considered.
- Minimum of 8 years experience in the maintenance, operations and construction of Parks, Roads, and Utilities (or a combination of).
- Minimum of 3 years of supervisory experience.
- A valid Alberta Class 5 Drivers License is required.
- Strong working knowledge of parks, roads, and/or utilities operations and maintenance techniques.
- Ability to deliver excellent customer service at all levels of the organization and with external partners.
- The successful candidate will be required to provide a satisfactory Criminal Record Check and Drivers Abstract prior to commencement of employment.

**Compensation/Hours of Work:** Annual salary range of \$95,770 to \$114,354 (7 Step Grid), based on a 35 hour work week. We offer a comprehensive benefits package including Pension, professional development opportunities and a supportive work environment.

**Application Deadline: Thursday, May 26, 2022 by 12pm (noon)**

**Submit resume and cover letter, quoting "COMP #202224-OS" to:**

Human Resources, Town of Morinville  
10125-100 Avenue, Morinville, AB T8R 1L6  
Email: [hr@morinville.ca](mailto:hr@morinville.ca) | Fax: 780-939-5633 | Web: [www.morinville.ca](http://www.morinville.ca)

*The Town of Morinville thanks all applicants for their interest; however, only those under consideration will be contacted.*

