



RM OF WEST ST. PAUL

POSITION DESCRIPTION

POSITION Director of Operations	DEPARTMENT: Operations
EFFECTIVE DATE September 2025	DATE REVISED: September 2026
SUPERVISOR: Chief Administrative Officer	SALARY RANGE: \$94,452.80 - \$124,259.20

SUMMARY

The Director of Operations is responsible for the operation and management of the RM of West St. Paul's Public Works and Utility Departments, which includes Roads, Utilities, Drainage, Fleet, and related municipal services. The Director provides strategic leadership, develops long-term operational strategies, and ensures the safe, reliable, and cost-effective delivery of essential infrastructure and services. As a member of the senior leadership team, the Director collaborates with the Council, the CAO, staff, contractors, and community stakeholders to support growth and maintain a high quality of life in West St. Paul.

KEY RESPONSIBILITIES

Strategic Leadership & Planning

- Develop and implement long-term operational strategies and capital improvement plans.
- Provide expert advice to Council, the CAO, and committees on infrastructure, utilities, and public works matters.
- Participate as a member of the Senior Leadership Team in planning, budgeting, human resource management, and program development.

Operations & Service Delivery

- Provide management oversight for utilities (water, wastewater, and drainage) and public works operations (roads, fleet, waste management).
- Ensure high-quality, cost-effective delivery of services to residents and stakeholders.
- Coordinate and oversee contractors, consultants, and service agreements.
- Conduct field inspections to ensure compliance with specifications, drawings, and standards.
- Acts as Operator in Charge (OIC) when required under provincial regulations.
- Ensures compliance with all drinking water legislation, licensing, and reporting requirements.

Capital Projects & Infrastructure Development

- Manage the development and construction of municipal capital projects.

- Prepare reports and recommendations for infrastructure improvements and long-term planning.
- Provide input into land development proposals and servicing agreements.

Financial & Administrative Management

- Prepare, monitor, and control annual operating and capital budgets for the department.
- Ensure fiscal responsibility and alignment with Council's strategic priorities.
- Pursue grants and funding opportunities to support infrastructure projects.

Leadership & Human Resource Management

- Lead, mentor, and support Manager and staff in Public Works and Utilities.
- Ensure compliance with the Occupational Health and Safety Act, RM policies, and all applicable standards.
- Promote a culture of safety, accountability, and continuous improvement.

Community & Council Relations

- Act as principal advisor to Council committees on matters within the department's jurisdiction.
- Attend Council and committee meetings, providing professional advice and recommendations.
- Build effective relationships with residents, community stakeholders, contractors, and inter-municipal partners.

QUALIFICATIONS

- Registered and/or Certified Engineering Technologist (C.E.T.) or equivalent education in a related field.
- Bachelor's degree in Civil Engineering, Public Administration, or a related discipline is considered an asset.
- Minimum of 5–7 years of progressive management experience, preferably in municipal government.
- Valid Class 5 driver's license.
- Strong knowledge of municipal legislation, engineering principles, and infrastructure operations.
- Proven ability to lead diverse teams and manage complex projects.
- Strong planning, budgeting, and analytical skills.
- Excellent written and verbal communication skills with the ability to engage Council, staff, and the public.
- Ability to adapt to political, operational, and environmental changes.
- Computer literacy with proficiency in MS Office and related municipal software.
- Water Utility Operator Certification Level 2 (or ability to obtain).
- Eligibility to act as Operator in Charge as per provincial regulatory requirements.

WORKING CONDITIONS

- Work is performed indoors and outdoors in all weather conditions.

- Exposure to loud noises and construction environments.
- Extensive use of computers and telephones.
- Standard workday of 8 hours, with occasional evening, weekend, or extended hours required.

Incumbent

CAO

Date