

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

NOTICE OF POSITION

OPERATIONS DIRECTOR

The MVRWSC has an opening for the Operations Director for the commission operations. The position is located at the Anthony Water Treatment Plant in Red Deer County.

1. Job Description is attached
2. Deadline for applications is May 28, 2021
3. Applications should be forwarded to:
John Van Doesburg CAO
35566 Rge Rd 10
Red Deer County Ab
T4G 0H5
Email- jv.mtn@mountainviewwater.com

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

JOB DESCRIPTION

Operations Director – JOB DESCRIPTION

JOB SUMMARY: The OPERATIONS DIRECTOR ensures that the policies and programs of the Commission are implemented; advises and informs CAO on the operations of Commission facilities, transmission system, and other duties assigned by the Chief Administrative Officer

RESPONSIBLE TO: Reports to CAO

GENERAL RESPONSIBILITIES:

1. Promote the Commission's Mission and Values.
2. As a member of the Corporate Leadership Team, participate in Corporate Planning and Policy Development.
3. Plan, organize, and manage the operations of the commission which includes the water treatment plant, transmission lines, communication systems and verification of standards of water quality.
4. Establish and maintain an effective working relationship with staff, administration, members of Board, and the public.
5. Assist in the development of the annual budget
6. Develop a team concept in the commission operations and management
7. Undertake strategic and business planning initiatives and other studies to improve organizational efficiency and productivity as required.
8. Responsible for the Maintenance and repairs of the Water Plant, transmission facilities and SCADA controls
9. Instruction of Water Plant Staff in the operations of the Water clarification system
10. Submit items for the annual budget regards to the maintenance of the water plant, transmission system and SCADA controls
11. Oversees the Operations and Maintenance Managers
12. Maintain a commitment to Water Quality
13. Maintain a constant awareness of new trends and developments in the water field
14. Demonstrate strong self-management skills and further personal development.
15. Complete general administrative (special) projects assigned.
16. Provides reports to the Commission as required by the CAO

Requirements:

1. Minimum 10 years of experience in project management, water operations and municipal government
2. Excellent interpersonal skills with the ability to work effectively with staff, contractors, consultants and the general public
3. Solid understanding of the municipal budgetary process and ability to work with in a yearly budget
4. Well established leadership skills with the ability to champion a safe work environment and ensure adherence to the Commission's health and safety program
5. Proven experience in capital planning and project oversight
6. Ability to grasp and analyze complex situations.
7. Skills in SCADA development and understanding of computer programs

Salary

Annual Salary 105,000- 115,000.00 annually

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