



JOB DESCRIPTION

Job title: Director of Municipal Operations and Engineering

Line of authority: Chief Administrative Officer

Hiring: Municipal Council and Chief Administrative Officer

Summary

Reporting to the Chief Administrative Officer, the Director of Municipal Operations and Engineering is responsible for supervising and managing the upkeep and maintenance of the drinking water system including water supply and distribution, reservoirs and fire hydrants, the sanitary sewer system including wastewater treatment plants (lagoons), pumping stations, water and sewer lines, building maintenance including heating systems, the maintenance of roads and culverts and municipal road signage as directed by the Chief Administrative Officer. Supervises the work of the Public Works Superintendent, Public Works Operator and the Water and Sewer Technician.

Responsibilities

In accordance with the by-laws and policies adopted by the Memramcook Municipal Council and the provincial regulations and procedures governing drinking water and wastewater treatment, the Director of Municipal Operations and Engineering is responsible for the employees under his authority and assumes the following responsibilities:

1. Operates and maintains the drinking water supply, treatment and distribution system and all its components.
2. Ensures that appropriate sampling and testing is carried out as required by regulations for all public water and public sewage systems in the municipality.
3. Ensures that the water meter readings are taken.

4. Operates and ensures the maintenance and repairs of the wastewater treatment system, including pipes, manholes, lagoons, treatments plants and all related equipment.
5. Ensures that sanitary sewer lines and pumping stations are cleaned.
6. Is on call for emergencies involving the drinking water and sanitary sewer systems.
7. Carries out and/or supervises shutdowns of water and sewer services.
8. Supervises and inspects water and sewer connections.
9. Updates water and sanitary sewer plans.
10. Prepares reports as required by existing provincial, federal or municipal agreements and procedures.
11. Operates the SCADA system according to established standards.
12. Supervises subcontractors (contractors) in the execution of work in the municipality.
13. Responsible for preparing estimates for the work required in his department and ensures that the work is carried out in accordance with the standards and policies in effect in the municipality.
14. Responsible for directing the municipal operations teams through the Public Works Technician regarding road work including patching.
15. Responsible for maintenance of storm sewer systems including culverts and drainage ditches.
16. Oversees the installation and maintenance of traffic signs and street name signs.
17. Makes recommendations to its supervisor regarding street maintenance.
18. Acts as liaison between the municipality and the engineering firm when managing large infrastructure projects.
19. Supervises the contract work of the Department of Transportation and Infrastructure for winter road maintenance.
20. Organizes and supervises roadside grass cutting, sweeping, lining and street markings of roads in the municipality.
21. Responsible for ensuring that vehicles and equipment are maintained, repaired and kept in good working order.
22. Responsible for garbage collection. Acts as liaison between the contractor and the municipality.

23. Responsible for street lighting.
24. Oversees the preparation of tender documents for the purchase of municipal goods.
25. Responsible for preparing subdivision agreements in accordance with municipal standards.
26. Liaison between the Southeast Regional Service Commission (SERSC) and the municipality for land use planning.
27. Makes recommendations to the Chief Administrative Officer.
28. Carries out any other tasks assigned by the Chief Administrative Officer.

Minimum requirements:

Education: University diploma in engineering or equivalent in training and experience.

Certification: Level 1 certification for Water System Operator for treatment and Level 1 for distribution would be an asset.

Level 1 certification for Wastewater System Operator would be an asset.

Experience: Five (5) years of experience with water and sanitary sewer system components, street maintenance techniques and staff management.

Skills: Management skills;
Tactful in all dealings with the public;
Fluent in spoken and written French and English;
Proficient in MS software and related applications;
Operate and manage a SCADA system and generate reports;
Ability to work alone or as part of a team;
Ability to work in emergency situations;
Ability to work in confined spaces;
Be innovative;
Attention to detail and a job well done;
Valid driver's license

Other requirements: The incumbent will be asked to be available after normal working hours, i.e., evenings and weekends during water and/or sewer emergencies.

Salary: The salary scale for 2024 is \$71,440 - \$104,778

Other benefits: In accordance with staff policy