



EMPLOYMENT OPPORTUNITY **LAC LA BICHE COUNTY**

Manager, Transportation Services **Full Time Permanent Position**

Reporting to Senior Manager Public works, this position is responsible for current and long range Transportation Services budgeting; strategic business planning and engineering, operational programs and project management in coordination with the vision and mission of current business/strategic plans of the County.

This position is responsible for the staff management, development and mentoring of subordinates and to ensure continued personal growth is maintained by all staff, while maintaining continued growth in terms of innovate and efficient program and service delivery.

Responsibilities:

Administrative Functions

- Prepare and implement a communication plan for all Transportation Services programs and projects in a timely and professional manner
- Prepare reports, briefings, and RFD's for the Transportation Department as requested by Senior Management for Council or Committee presentation
- Prepare and conduct in house audits, evaluations, assessments, and reports for Transportation Services functions as per best practice and/or County policies and procedures
- Engage and manage contracted services as necessary, to support the work of the Transportation Services Department as per the current procurement policy.
- Responsible for the procurement of rights-of-way and land borrow negotiations.
- Reviews subdivision applications and/or zoning applications for compliance with general Municipal Services Standards, as approved by Council.
- Coordinates an "On-Call" system for non-working hours and emergencies of the department.
- Provides input into long range plans for equipment replacement program.
- In cooperation with the Manager of Facilities and Equipment, ensures the daily maintenance and repair of all County equipment used in the delivery of services.
- As per the Transportation Master Plan, establishes priorities for roadway development and improvements, in conjunction with various government granting agencies, and presents recommendations to Senior Management and/or Council.
- Administers the current GPS tracking system to ensure transportation department efficiency of programs, services, and functions.
- Attends to all public inquiries and complaints related to Transportation Services.
- Reviews drawings of external public utility installations and planning proposals, and provides recommendations and approval as they interact with roadways and road rights-of-way.
- Implements the latest technologies and methodologies in the deliverance of operational transportation services.

Financial Functions

- Prepares and reviews tenders, budgets, specifications, contracts and proposals as required and as per County policy
- Develop and provide amendments to the ten year Capital Plan, as requested by Administration through discussion with Council

Management Functions

- Manages and implements the plans and activities of road construction and operational road maintenance within the County
- Manages the County's Bridge Maintenance and Capital Replacement Program
- Manages the County's Open/Above Ground Storm Water Management Program

Qualifications:

- The preferred candidate will possess a Degree in Civil Engineering
- A Certified Engineering Technician designation or equivalent education may be considered
- Membership in the APEGA is an asset
- Experience in roadway construction and/or maintenance field including 5 years' experience in a supervisory capacity, with a focus in a municipal working environment
- Demonstrated ability to supervise and manage a diversity of positions, both for in house staff, and contracted equipment
- Must possess a high skill level in regards to computer competency
- Must be self-motivated
- Excellent public relations skills are required; both verbal and written
- Candidate must have supervisory skills and the ability to work in a team environment, as well as independently
- Ability to apply analytical skills and sound judgement to develop practical solutions to a diversity of issues
- Must submit a Driver's Abstract, Criminal Record Check, and Medical Assessment that meets the satisfaction of the County.

Competition Details:

- Lac La Biche County offers a comprehensive and competitive benefits package, including a Local Authorities pension plan.
- Salary: **\$107,234.40 – \$138,775.00**
- Competition Number: 57-MT-18
- Closing Date: Competition will remain open until a suitable candidate is found.

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679 Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: hr@laclabichecounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.