# Big Lakes County

Executive Director of Public Works  
High Prairie, Administration Office   
Permanent Full Time

The Executive Director of Public Works is a vital member of the Senior Management team responsible for planning, overseeing, and organizing all aspects of the Public Works Department. This includes the areas of Engineering, Maintenance, Water & Wastewater, Fleet Vehicles, Airports, Bridges, and Roads.

Immediate Supervisor

Chief Administrative Officer

Positions Supervised

Executive Assistant, Utilities Manager, Transportation Manager, Facilities & Solid Waste Manager, Manager of Agricultural Services.

Key Roles & Responsibilities

* As part of the Municipality’s Senior Management Team, participates in setting priorities and implementing the Municipality’s Strategic Plan and the management of corporate goals consistent with Council’s policies.
* Ensures that all municipal services are delivered effectively and efficiently.
* Assists the CAO in determining short and long-term organizational plans through design, maintenance, and review of all aspects of the department.
* Oversees the Municipality’s infrastructure and capital construction programs.
* Develops Municipal standards and ensures the application of these standards; monitors processes and facilitates the resolution of problematic issues; and directs the development of engineering and operational strategies.
* Monitors, reviews, and evaluates administrative and service delivery focusing on best practice.
* Prepares monthly reports and presents to Council on service delivery changes, programs, and performance enhancements.
* Makes presentations and provides advice and guidance on plans and strategies related to engineering studies and regulatory requirements.
* Makes recommendations on the hiring of consultants and contractors to assist with or undertake major departmental projects and studies.
* Supervises consultants and contractors and oversees the administration of agreements in accordance with Municipal bylaws, policies, and procedures.
* Responsible for the development and implementation of budgets and presents these to Senior Management and Council.
* Coordinates development of asset management plans within the various sections of the Department to set priorities, allocate resources and deliver results in accordance with the overall organizational strategic vision.
* Establishes and maintains strong relationships with colleagues, elected officials, external agencies, and the community.
* Ensures that approved policies and procedures, including records documentation and retention, are observed, and adhered to by all sections and employees within the Public Works Department.
* Attends Council and committee meetings, responds to queries, advises, and communicates on Public Works Department matters.
* Implements Council directives and decisions with follow-up on implementation and corrective actions as required.
* Minimizes risks for the Department’s physical assets.
* Directs bests practice solutions for all transportation and road network components (roads, bridges, equipment, buildings etc.) for construction, maintenance, and design.
* Oversight of water and wastewater supply and distribution system components in consultation with the Utilities Manager.
* Oversight of agricultural services in consultation with the Manager of Agricultural Services.
* Conducts employee performance reviews and appraisals and encourages employee training for current responsibilities and future succession planning initiatives.
* Assists with employee interviews, recruitment, organizational changes and hiring process as required.
* In conjunction with the CAO and Human Resources, supports and resolves employee disputes and disciplinary matters as they arise from within the department.
* Ensures an inclusive, successful, and collaborative organizational culture while supporting a learning environment and positive employee relationships.
* Encourages all staff to seek efficiencies, continuous improvement and innovation in the operation and services provided by Public Works Department.
* When the CAO is absent, the Executive Director of Public Works may perform Acting CAO duties.
* Perform any other duties as may be required by the CAO.

Education & Experience

* An engineering degree or diploma with a Professional Engineering designation (such as P.Eng., R.E.T., or C.E.T.)
* A minimum of seven (7) years of experience in a municipal leadership position.
* An understanding of the Municipal Government Act (MGA) and other relevant provincial or federal legislation is very beneficial.
* Knowledge of engineering requirements for technical solutions and maintenance requirements of municipal infrastructure.
* Computer literacy utilizing word processing, geographic information systems, global positioning systems, computer assisted design and drafting, asset management programs, spreadsheet and presentation software, and the internet.
* Superior project management, facilitation, communication, and presentation skills.
* Able to work independently or on a team working on multiple, complex, and diverse projects.
* Criminal Records Check.
* Provide current 5-year drivers abstract.
* Valid Class 5 Drivers License.

Knowledge, Skills & Attributes

* Ability to develop and implement long-term plans to achieve organizational goals efficiently.
* Strong leadership skills to inspire and motivate teams, while fostering a collaborative and productive work environment.
* Knowledge of operational processes and best practices to streamline workflows and optimize resource utilization.
* Understanding of financial principles and budgeting to effectively manage resources and drive profitability.
* Capacity to identify challenges, analyze root causes, and implement effective solutions to improve operational performance.
* Excellent communication skills to convey complex ideas clearly, both verbally and in writing, with staff, Council, County residents.
* Sound judgment and decision-making abilities to prioritize tasks, allocate resources, and mitigate risks effectively.

Compensation:  
Big Lakes County offers an excellent benefit and pension package with a competitive salary.

Hours of Work:

Monday-Friday

Submit Cover Letter and Resume, Including References to:

Eunice McCauley

Human Resources Manager

Big Lakes County

Box 239, High Prairie, AB T0G 1E0

Ph: 780-523-5955 Fx: 780-523-4227

Email: [humanresources@biglakescounty.ca](mailto:humanresources@biglakescounty.ca)

Website: https://www.biglakescounty.ca/employment/

Deadline for applications: Open until suitable candidate is found.

Big Lakes County thanks all applicants for their interest; however, only those selected for an interview will be contacted. Visit our website at www.biglakescounty.ca for more information.