

Position Title: General Manager of Planning and Operations

Organization: Town of Devon

Job Type: Full-Time, Permanent

Work Schedule: 37.5-hour work week (8:00 a.m. to 4:30 p.m.)

Application Deadline: Friday, January 10th, 2025

Job Description

The Town of Devon is seeking an experienced and dynamic General Manager of Planning and Operations to oversee key infrastructure, development, and community services initiatives. This leadership position offers a unique opportunity to shape the future of municipal services, contribute to strategic planning, and enhance economic and community development.

As the General Manager, you will lead a diverse team and manage a department with an operating budget of approximately \$11 million, overseeing capital projects valued at upwards of \$10 million. You will play a critical role in the long-term growth of the community, overseeing municipal infrastructure services such as roads, water, sewer, as well as planning and development services. You will also supervise five key positions and manage approximately 30 full-time staff members.

Key Responsibilities

1. Leadership and Team Development

- Provide strong leadership, fostering a culture of high performance and collaboration.
- Conduct performance evaluations, recruitment, training, and retention to build a skilled, motivated team.

2. Municipal Infrastructure and Engineering Services

- Lead the planning, design, and maintenance of essential municipal infrastructure (water, sewer, roads, stormwater, natural gas).
- Ensure compliance with provincial and federal regulations.
- Advise the CAO and Council on key infrastructure and development matters.

3. Planning and Development Oversight

- Oversee the development and implementation of municipal plans, land use bylaws, and sustainability initiatives.
- Lead planning projects to support the town's long-term growth, collaborating with stakeholders.

4. Public Relations and Stakeholder Engagement

- Act as a primary contact for stakeholders, providing information on infrastructure and public works.
- Represent the town at public meetings and official functions, keeping the CAO and Council updated.

5. Budget Management and Fiscal Responsibility

- Lead the preparation and management of the department's budget, ensuring alignment with strategic priorities.
- Oversee expenditures and ensure fiscal responsibility.

6. Strategic Planning and Organizational Alignment

- Work with senior leadership to align the town's strategic goals with growth and infrastructure needs.
- Guide business planning for new projects, ensuring alignment with organizational priorities.

Our Ideal Candidate

- A Bachelor's degree in Civil Engineering (or related field) and a P.Eng designation in Alberta. Additional education in administrative management or leadership is an asset.
- A Bachelor's degree in Planning (or related field) and a Professional Planning designation in Alberta. Additional education in administrative management or leadership is an asset.
- **8+** years of experience, including at least **5** years in senior management roles within the municipal or public sector.
- A proven track record of leading municipal infrastructure projects, public works, planning and development, or engineering initiatives.
- Expertise in project management and budget oversight.
- Outstanding communication and interpersonal skills.
- A deep knowledge of municipal infrastructure, development regulations, and environmental standards.
- The ability to inspire, motivate, and develop a high-performing team.

Our Total Compensation Package Includes:

- An annual salary ranging from **\$145,000** to **\$178,714**, based on experience and education.
- Employer-paid health and dental benefits (extended coverage, vision, travel insurance, long-term disability, life insurance)
- Health and Wellness Spending Account
- Local Authorities Pension Plan (LAPP) and APEX Pension Plan
- Annual sick days, personal days, and vacation (starting at 3 weeks)
- Professional development opportunities (conference and seminar support)
- Access to the Mental Health & Wellness Committee and Social Committee events

How to Apply

Thank you for considering this exciting opportunity with the Town. Apply now to lead meaningful change in Municipal infrastructure and operations, working with a dedicated team and engaged leadership to shape the future of our community!

Please note, only candidates selected for an interview will be contacted.