



EMPLOYMENT OPPORTUNITY **LAC LA BICHE COUNTY**

Manager, Environmental Services

Full Time Permanent

This position is responsible for the management of the following key activities: current and long range Agricultural and Environmental Services department budgeting, strategic business planning, 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. The position is also responsible for the Administration's accountability under the provisions of Provincial legislation.

Responsibilities:

- Responsible for the department budgets including planning project tracking and expenditure control
- Manage and implement the plans, budget evaluations, assessments and activities of Agricultural and Environmental Services management, both operational and capital projects within the County
- Manage all department contracts, inclusive of recycling, curbside pick-up, transportation and /or other related department contracts
- Manage environmental permits, consulting, controls and response as required in regards to various construction and maintenance projects
- Manage and implement the watershed program and Agricultural programs; working in cooperation with municipal Watershed Committees, Agricultural Service Boards, consultants as well as other partners involved in the programs
- Prepare and review tenders, budgets, specifications, contracts and proposals as required as per County policy
- Develop terms of reference, review proposals and manage consultant contracts as necessary, to support the work of the department's services as per the current procurement policy
- Licences, monitoring for compliance and updating policies and procedures as required under licences required for operation of solid waste management programs
- Ensure obligations under the Standards for Landfills, Environmental Code of Practice for Landfills are currently being followed and adhered to by the County
- Ensure safe work procedures are implemented and that all Agricultural and Environmental Services staff and contractors have proper training and the means to follow OH&S regulations and safety procedures
- Responsible to ensure all Provincial legislation is adhered to in regards to functions and services provided by the department
- Provide input and technical expertise in the establishment of a 10 year waste reduction/recycling plan for the County
- Prepare and implement a communication for all Agricultural and Environmental Services' programs and projects in a timely and professional manner

- As per the Solid Waste Reduction Plans, establish priorities for solid waste reduction and recycling initiatives in conjunction with various government granting agencies and present recommendations to Senior Management and/or Council
- Provide leadership in the establishment of innovational programs and projects for the Environmental Services department.
- Oversee the preparation of reports, briefings and RFD's for the department as requested by Senior Management for Council or Committees
- Responsible to manage all public inquiries and complaints related to Agricultural and Environmental Services
- Review subdivision applications and/or zoning application for compliance with general Lac La Biche County Watershed Management Plan and/or Environmental Policy as approved by Council
- Undertake ecological planning analysis and research studies to address related planning issues
- Provide input into long range plans for the equipment replacement program
- Provide relevant technical and analytical expertise to Senior Management, Council, Committees, ratepayers and government officials as required

Qualifications:

- The preferred candidate will possess a degree in Civil/Environmental Engineering; a Certified Environmental Technician designation, a diploma in Agricultural or Biological or Environmental Sciences; Equivalent education and experience may be considered
- Minimum of 5 years' experience in Senior Management positions with a focus on a municipal working environment
- In-depth information and understanding on municipal government operations
- In-depth understanding of provincial and federal legislation and regulations governing agricultural, environmental and solid waste management in Alberta
- Basic understanding of environmental and municipal government planning and development structure in Alberta
- In-depth understanding of solid waste management and solid waste diversion programs
- Basic understanding of project management
- Excellent verbal and written communication skills
- Demonstrated abilities to supervise and manage a diverse combination of staff and contractors
- High level of computer competency
- Highly self-motivated and visionary in thinking
- High ability to use analytical skills to problem solve and analyze practical solutions
- Excellent customer service skills
- The ability to set priorities in multiple timeframe deadlines and job tasks

Working Conditions:

- Typical office environment with field-type monthly inspection requirements
- Physical stress only in field inspection conditions
- High degree of mental concentration during meeting, repeat preparation and/or analytical interpretation
- Time pressures and concentration during various operational demands
- May require overtime during peak operational demands

Physical Requirements:

- Ability to lift up to a minimum of 50 lbs
- Long periods of sitting, repetitive computer exposure
- Working alone in isolated areas
- Standard walking, bending, movement patterns in an office environment

Salary range is \$94,822 to \$122,704.40 annually

- Lac La Biche County offers a comprehensive and competitive benefits package, including a pension plan and Earned Days Off.
- Competition Number: 32-MES-17
- 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: 780-623-3510

Email: hr@laclabichedcounty.com

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