

# WE ARE HIRING

## DIRECTOR OF OPERATIONS

### ABOUT THE TOWN OF FOX CREEK

Fox Creek is a citizen-focused vibrant and sustainable community, embracing diversified economic partnerships and prides itself on small-town family values. The Municipality of Fox Creek is a vibrant bustling hotbed of economic activity in the heart of the Duverney. Known mainly for its bountiful wilderness, Fox Creek showcases the very best of the surrounding forests, lakes and wildlife, making it the perfect location for enjoying the outdoors. Fox Creek combines a serene wilderness experience, with small-town hospitality, first class amenities, and a reliable service centre for the active oil and gas industry surrounding the community. Fox Creek is a great place to call home.

### ABOUT THE POSITION

The Town of Fox Creek is seeking a dynamic and experienced Director of Operations to oversee and manage the day-to-day operational functions of the municipality. Reporting to the Chief Administrative Officer (CAO), the Director of Operations is responsible for planning, organizing, and directing a variety of essential services including infrastructure maintenance, Common Services, utilities, and capital projects. This role requires a strong leader who can effectively manage a diverse team, ensure the implementation of strategic initiatives, and contribute to the long-term sustainability of the Town's infrastructure.

The Director of Operations will collaborate closely with other departments, ensuring the seamless delivery of public services while adhering to budgetary, environmental, and regulatory standards. Key responsibilities include developing and managing the Town's operational budgets, leading capital improvement projects, ensuring compliance with safety standards, and optimizing service delivery. This position plays a critical role in shaping the growth and development of the community through innovative project management and strategic resource allocation.

### WHAT WILL YOU BE DOING?

Will be required to adhere to processes and policies in support of Municipal goals and legislative requirements.

Responsibilities will include but are not limited to the following:

- Manage Common Services, utilities, and infrastructure maintenance to ensure efficient and effective daily operations
- Lead capital projects through planning executing infrastructure projects like road upgrades, ensure they're completed on time, within budget, and aligned with community needs
- Manage budget allocations and ensure resources are effectively used to support projects and operations
- Lead and inspire a motivated team, fostering a collaborative and innovative work environment
- Work with the CAO and other departments to support long-term strategies for sustainable infrastructure and services
- Oversee external contractors, developers and suppliers ensuring services are delivered efficiently and meets expectations
- Ensure all operations comply with municipal, provincial and federal regulations including safety and environmental standards
- Provide expert advice to the CAO, Council and consultants on technical and operational matters
- Liaise with residents, contractors and partners, ensuring clear communication and transparency
- Act as a conduit between Common Services staff and administration managing communication, paperwork and approvals efficiently
- Provide consistent updates to the CAO ensuring clarity and alignment with municipal goals
- Other duties as assigned.

### WHAT ARE WE LOOKING FOR?

Minimum Requirements:

- Prior work experience in a municipality with preference to experience as a member of the Common Services department
- Strong experience in a management or supervisory role demonstrating success in leading and managing teams, fostering a collaborative and productive work environment
- Excellent communications and interpersonal skills, capable of engaging effectively with staff, contractors and the community
- Proficiency with various computer programs and systems related to Common Services and project management
- A thorough understanding of procurement, tendering process and project management principles
- A Class 5 Driver license and an acceptable driver abstract
- An acceptable Criminal Record Check

Considered an asset:

- Accreditation in engineering, environmental sciences or a related work experience
- Familiarity with provincial road, bridge and water management programs
- Working knowledge of geographic information systems, asset management programs and infrastructure grants
- Experience with bylaws, policies, budgets research and development

### WHAT DO WE OFFER?

#### WHEN WILL YOU BE WORKING?



Permanent Full Time  
40 hours/week

Monday to Friday  
8:00 am to 4:30 pm

Evenings and weekends when necessary.

#### WHAT ARE THE PERKS?



Health, Vision & Dental Benefits

Life Insurance

Short Term Disability

Long Term Disability

Employee & Family Assistance Program

Pension Program

with Employer matched contributions

Paid Vacation Days

Paid Management Days

Paid Sick Days

\$200 annual Wellness Allowance for the  
Fox Creek Greenview Multiplex



### HOW TO APPLY

COMPETITION #: 13-2024  
DEADLINE: Until suitable candidate is found

Please submit a cover letter and resume quoting the above stated competition number, not later than the deadline shown.

In your cover letter please share information about yourself, explain why you are interested in this role and joining the team at the Town of Fox Creek.

APPLICATIONS CAN BE SUBMITTED BY:

Email: [employment@foxcreek.ca](mailto:employment@foxcreek.ca)

Mail: Town of Fox Creek  
Attention: Human Resources  
Personal & Confidential  
PO Box 149  
Fox Creek, AB  
T0H 1P0

In-person: Town of Fox Creek Administration Office  
108 Kaybob Drive, Fox Creek, AB

*We thank all applicants for their interest. However, only candidates invited for interviews will be contacted*

*For a more detailed job description email [employment@foxcreek.ca](mailto:employment@foxcreek.ca) quoting the competition number.*

