



City of Brandon Job Description			
Job Title:	Manager of Underground Utilities		
Division:	Operations Division		
Department:	Public Works		
Section:	Underground Utilities	Affiliation:	OOS
Reports To:	General Manager of Operations	Status:	Permanent
Pay Grade:	6	Level Cap:	8

PURPOSE OF POSITION

Reporting to the General Manager of Operations, the Manager of Underground Utilities will ensure the efficient and effective operation of the Underground Utilities section to meet the needs of the City of Brandon. This position will be involved in the setting of long and short-range plans, capital and operating budgets, policies and staffing controls. The Manager of Underground Utilities also maintains relationships with all other Departments within the City of Brandon.

TYPICAL DUTIES AND RESPONSIBILITIES

- Manages and guides the day to day operations of the Underground Utilities section and the systems they are responsible for, including the water distribution system, wastewater collection system, and land drainage system;
- Ensures a complete set of Standard Operating Procedures (SOPs) for the section is up to date and staff members have been trained in the SOPs accordingly;
- Leads the preventative maintenance program for all underground assets and ensures that maintenance activities are scheduled, tracked and recorded;
- Deploys staff and resources based on continuation of system services, which may include reorganizing in the event of an emergency;
- Assists in developing and modifying long term strategic operating plans with the General Manager and ensures that the mission and vision clearly reflects to the City's overall corporate goals and objectives;
- Assists in planning, prioritizing and ensuring the implementation of the Underground Utilities programs;
- Utilizes and implements Asset Management software and systems, with the assistance and guidance from the Asset Management Coordinator;

- Represents the Department at meetings, conferences and hearings at all levels of government to explain, interpret and promote all Department programs should the GM of Operations or the Director of Utilities not be available;
- Ensures Department employees adhere to collective agreements, Federal/Provincial legislation, policies and procedures and ensuring compliance with regulated Operating License(s) issued to the City of Brandon for the Underground Utilities section;
- Helps develop, revise and implement policies and procedures for the sections and ensures section is within compliance with all applicable legislated practices, policies and procedures;
- Assists the GM of Operations with all Underground Utilities section purchasing and procurement functions, including contract administration requirements;
- Ensures the alignment of Departmental goals and objectives are being met through the use of data and reports, created by the Public Works Analyst;
- Coordinates the preparation of contracts and agreements, and other technical documents for submission to the Director, General Manager as well as City Council if needed;
- Assists the GM of Operations in preparation of Departmental operating and capital budgets and ensures working with sections to operate within appropriated budget;
- Participates in Emergency planning and logistics to ensure smooth operation during all incidents;
- Monitors payroll submissions, reviews overtime/sick reports on a regular basis;
- Assists in developing and maintaining an extensive safety program for the Underground Utilities section, in liaison with the Health & Safety Educator;
- Ensures that all Provincial regulations and requirements for certification are met by the Underground Utilities section staff.

LEADERSHIP & EMPLOYEE DEVELOPMENT

- Helps coach and mentor to develop section employees and any other key leadership candidates within the section in order to provide capacity and succession;
- Demonstrates a consistent commitment to the organization by participating in various committees, programs and organizational initiatives;
- Promotes Operator training, facilitating the coaching, guidance and overall development of staff;
- Assists staff to meet the requirements of current software programs currently in use for day-to-day data recording and work management tracking.

MANAGEMENT AND ADMINISTRATION

- Develops, justifies, manages and helps administer Departmental budgets, performance and any other reports for external and internal uses pertaining to sections;
- Investigates and resolves consumer/citizen inquiries and or complaints;
- Demonstrates leadership including establishing focus, providing support, fostering teamwork and empowering others;
- Responsible for assuming duties and responsibilities of operator-in-charge for the Underground Utilities section as stated by the Province of Manitoba Regulations;
- Responsible for budgeting and financial management controls of all capital and operational purchases, including contract administration, and monitor capital replacement programs.

POSITION QUALIFICATIONS

SKILLS

- Understand and interpret to others the aims, concepts, principles and practices of the Underground Utilities section;
- Proficient use of computer equipment, operating systems, word processing, spreadsheets, database software and asset management platforms;
- Proficient at writing comprehensive and detailed reports;
- Demonstrated initiative to independently plan, organize and prioritize workload;
- Demonstrated effective oral and written communication with general public, other City employees, City Council, and external organizations, agencies, and regulatory bodies;
- Interpersonal and Team Building skills;
- Safety awareness;
- Leadership/coaching skills.

KNOWLEDGE

- Knowledge of management, leadership and labour relations principles and practices;
- Knowledge of all By-laws and related legislation and regulations as they apply to Underground Utilities operations and maintenance functions;
- Thorough knowledge of practices as applied to the Underground Utilities field, including but not limited to, planning, design, construction, cost estimating and maintenance;
- Knowledge of Municipal budgeting principles and practices with an appreciation for the implications of fiscal constraint and for the development of cost-effective initiatives and solutions;

- Practical knowledge of the principals and practices related to the operations of the Underground Utilities section, related to Water Distribution and Wastewater Collection;
- Demonstrated ability to successfully plan, organize and supervise the activities including planning, operations and maintenance.

ABILITIES

- Ability to deal effectively with the public;
- Maintain a good rapport with staff members and handle public criticism;
- Ability to hold and maintain a valid Manitoba Class 5 driver's license;
- Exercise initiative, resourcefulness and sound judgement in solving difficult administrative, technical and personal problems;
- Ability to make decisions in a timely manner, with minimal direction;
- Ability to challenge traditional ways of doing things, taking measured risks, continuously seeks ways to improve performance and encouraging innovative thinking;
- Ability to resolve issues in a timely matter;
- Willing to participate in training and self-development programs.

MANDATORY EDUCATION & EXPERIENCE

- Grade 12, G.E.D., C.A.E.C., or Mature High School Diploma;
- Class 4 Operator's Certificate in Water Distribution (as issued by the Province of Manitoba); AND obtain up to a Level 2 in Wastewater Collection (as issued by the Province of Manitoba); through passing exams within 18 months;
- Minimum of two (2) years in a progressive leadership role;
- Must possess a valid and subsisting Class 5, Province of Manitoba driver's license.

PREFERRED EDUCATION & EXPERIENCE

- Experience working with collective agreements or corporate policies;
- Hold both Class 4 Operator's Certificate in Water Distribution and Wastewater Collection as issued by the Province of Manitoba;
- Post-secondary degree or diploma related to Water Distribution and/or Wastewater Collection, or similar;
- Minimum ten (10) years experience in Water Distribution or Wastewater Collection or similar operations.

WORK CONDITIONS

PHYSICAL CONDITIONS

The duties of a Manager of Utilities are carried out primarily at the Civic Services Complex in an office environment, but are subject to change.

- Sits at a desk using keyboard and office equipment (daily);
- Uses hands, arms, shoulders (daily);
- Stands, walks, climbs, or other movements necessary, sometimes on uneven ground, to attend work in the environment of the Underground Utilities section (daily);
- Adaptable to working while exposed to severe weather conditions, considerable equipment noise, and obnoxious odors (daily);
- Presents to large and small groups (occasionally);
- Required to operate a motor vehicle (frequently);
- On site presence (daily).

PSYCHOLOGICAL/STRESS CONDITIONS

A Manager of Underground Utilities work load and environment may affect their emotional or stress levels.

- Deals with opposition or resistance to change (daily);
- Demanding issues involving employees and/ or Union groups (frequently);
- Required to coach and support employees on new operational techniques (frequently);
- Manages potential for significant retirements/turnover in skilled and knowledgeable employees in the immediate future (ongoing);
- On call to manage emergency situations and operational needs (frequently).

WORK CONDITIONS

A Manager of Underground Utilities works independently and as part of a team providing support to a variety of people.

- Self motivated and quality driven to perform independent projects (daily);
- Works collaboratively with the management team (daily);
- Works in shared and consultative manner with other employees (daily);
- May be required to be available outside normal work hours (frequently);
- May be required to respond to emergency situations (occasionally);
- May be necessary to travel throughout the City and visit various work sites in all types of weather conditions (daily);
- Responsible to the GM of Operations.

NOTE: The conditions described are representative of those that must be met by employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Department Head: _____

Human Resources: _____

Date: _____