

## **General Manager of Operations**

### **Operational Services**

#### **Competition # 100**

Please apply with a cover letter and resume online at: <https://jobbank.brandon.ca/>

**Position Conditions:** This is a full-time, permanent position of 36.25 hours per week. This position is not part of a collective agreement and is open to all interested parties. The City of Brandon reserves the right to underfill this position.

**Rate of Pay:** \$147,069.01 - \$158,679.54 annually.

**Closing Date:** Open until filled.

This competition will include testing and an interview.

#### **PURPOSE OF POSITION**

To facilitate the operations of the City's outdoor services including public works, parks, airport, and transportation services. To provide a seamless delivery of these services to the community. Working as part of the senior management team, the incumbent is responsible for developing and delivering staffing, labour relations, budgeting, public relations, and goals and objectives for the outdoor operations of the City.

#### **TYPICAL DUTIES AND RESPONSIBILITIES**

##### **Planning & Service Delivery**

- Creates a vision, in keeping with the City's core values, that ensures seamless service delivery while integrating employee functions
- Evaluates the effectiveness of the City's outside services and drives their design to reflect and change with the needs in the community
- Develops short- and long-term goals and objectives and ensures employees have the necessary skills, training, and resources to achieve objectives
- Establishes efficient work systems and procedures to meet the objectives

##### **Leadership & Employee Development**

- Creates an environment that encourages creative thinking and innovation; stimulates others to learn; and inspires others to perform to their highest potential
- Creates appropriate succession and training plans and ensures employees are sufficiently developed to perform their duties
- Influences and inspires others to achieve goals and objectives
- Builds and maintains positive and healthy relationships
- Leads others in adapting to innovative work environments
- Promotes and guides others to understand delivery of effective services and achievement of objectives and their interrelationship

## Management and Administration

- Determines financial, personnel, and material requirements of the Department and reviews activities to ensure efficient use of resources within the budgetary constraints of the City
- Ensures maintenance of and compliance with policies and procedures including administrative policies, collective agreements, safety procedures, government regulations, City bylaws, etc.

**NOTE:** This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

## **EDUCATION**

- Grade 12, G.E.D., C.A.E.C., or Mature High School Diploma
- Post secondary degree and demonstrated continuous learning

## **EXPERIENCE**

- Experience in managing for efficiency and effectiveness to bring about change in a unionized environment

## **WORK CONDITIONS**

The General manager of Operations works as part of a management team.

- Works collaboratively with the senior management team (daily)
- Works in a shared and consultative manner with other employees (daily)
- Will be required to be available outside of normal working hours (frequently)
- Distance travel may be required (occasionally)
- Responsible to the City Manager

Please contact [HR@brandon.ca](mailto:HR@brandon.ca) for a complete job description

*The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or X!*