

# Employment Opportunity: Senior Manager of Operations

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The Town of Wolfville is inviting applications for a qualified Senior Manager of Operations to manage the daily operations of the Parks and Public Works Departments. This full-time, permanent position, reporting to the Director of Engineering & Public Works, involves supervising unionized staff, overseeing maintenance of municipal infrastructure, and ensuring workplace safety. Responsibilities include managing water/wastewater systems, streets, municipal buildings, and parks, along with budgetary management and public relations.

The ideal candidate will exhibit strong leadership, organizational abilities, and the capacity to work independently and at times under pressure. They will also demonstrate professionalism in handling public inquiries and fostering cross-departmental collaboration. Apply today to join our team and contribute to the efficient operation of Wolfville's public works and parks.

**Salary Range:** \$89,705 to \$116,345 (Mid-Band, Grades 5-6)

#### **Benefits:**

- Group Benefits – *Health, Dental, Life, Long-Term Disability*
- Retirement Contributions – *Defined Contributions Pension Plan with Employer-matching*
- Training and Professional Development Opportunities

#### **Key Requirements:**

- Well developed organizational and administrative skills.
- Sound judgement and a high degree of professionalism.
- Post-secondary education in Civil Engineering or related field, or civil-construction project management experience.
- Strong leadership skills with experience managing unionized staff and contractors.
- Ability to develop and maintain positive, productive relationships within the organization and with the public.
- Proficiency with MS Office and other computer software and mobile technology.

Tell us about your experience in those areas in your application.

Applications consisting of a resume and cover letter saved as a single pdf file will be accepted until **Friday August 30, 2024 at 4:00pm**, and must be submitted by email to:

- Email: [kouterleys@wolfville.ca](mailto:kouterleys@wolfville.ca)
- Subject line: Senior Manager of Operations

A full job description is available upon request. All applicants are thanked for their interest; however, only those who are selected for an interview will be contacted.

*The Town of Wolfville is committed to providing a healthy, safe and supportive workplace where diversity is valued and where everyone is treated with respect and dignity. The Town of Wolfville welcomes and encourages applications from Black, racialized and Indigenous Peoples, 2SLGBTQ+, newcomers to Canada, and People with Disabilities. If you are a member of a group that has been historically excluded from opportunities, we encourage you to self-identify in your cover letter or resume and to share your pronouns. If you require any accommodation to support submitting your application or navigating the process, please reach out to Karen Outerleys (email above).*

**For more information on the Town of Wolfville visit our website at [www.wolfville.ca](http://www.wolfville.ca)**