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# TOWN OF SAINT ANDREWS

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## **NOW HIRING: Municipal Operations/Asset Manager**

*On the shores of Passamaquoddy Bay, everything about our Town is special, including our status as a National Historic District with 300 + Heritage buildings. Saint Andrews is a treasure trove of beautiful architecture, stunning scenery, and rich marine life. Today we offer all the features of a thriving modern resort Town and were voted by USA Today as the Best Place in Canada to Visit in 2017. A visitor destination since the late 19<sup>th</sup> century, it is also a major center of marine science research and education with the Saint Andrews Biological Station, the Huntsman Marine Science Centre and Aquarium, and the New Brunswick Community College.*

We are looking to hire an experienced **Municipal Operations/Asset Manager**, to oversee and manage the Town operational departments of Public Works, Arena, Utilities, and Fire. The **Municipal Operations/Asset Manager** will also be responsible for developing and implementing strategies, policies, and systems related to the preservation and enhancement of all Town tangible capital assets.

### **General responsibilities of the role include:**

- Assist the CAO with the development and administration of Town budgets, with a focus on proposed capital works projects.
- Ensure expenditures within operational departments are controlled and maintained.
- Manage infrastructure asset management and lead the Asset Management policy.
- Supervise day-to-day operations of all department heads.
- Oversee contractors on all Town infrastructure projects, in-ground facilities, and equipment.
- Be the key point of contact with project engineers.
- Evaluate and develop processes and tools to increase efficiencies and improve the effectiveness of services provided by the Towns Operational Departments.

### **Requirements of the role include:**

- Bachelor's degree or post-secondary diploma in Civil Technology or Business Administration or equivalent work experience.
- 5+ years of managerial experience in the public or private sector.
- Certification in Water Operator & Wastewater Operator an asset, or willing to obtain.
- Certification in Asset Manager Planning an asset, or willing to obtain.
- Proficiency with Microsoft Office and the ability to use other computer software as required.
- Experience with GIS programming.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources, leadership, production methods, and the coordination of people and resources.
- Able to multi-task, work independently, and have strong interpersonal skills.

### **Employment with the Town of Saint Andrews includes:**

- Extensive cost-shared benefit program including full group insurance (health and dental), LTD, life insurance, and RRSP.
- Access to employee and family assistance program (EFAP).
- Three weeks' vacation to start.
- 13 observed holidays.
- Competitive salary.

Interested candidates should apply to [hmcgee@practicalhrs.com](mailto:hmcgee@practicalhrs.com) on or before **March 3, 2023**. The Town of Saint Andrews appreciates all candidates for their interest; however, only those selected to continue in the application process will be contacted.