

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: <b>MANAGER OF MUNICIPAL OPERATIONS</b>
	Union / Non-Union: <b>NON-UNION</b>	Classification Type: <b>FULL-TIME</b>
	Salary Classification: <b>RANGE 7</b>	Approval Date: <b>DEC 19, 2025</b>

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### **General Job Responsibility**

The Manager of Municipal Operations shall be responsible for managing the day to day operations of the Municipal Operations Department under the direction of the Director of Municipal Operations. This includes oversight of municipal infrastructure such as roads, water, wastewater systems, stormwater systems, parks, trails, sidewalks, municipal buildings, machinery and vehicles.

The Manager supervises departmental staff, ensures compliance with federal, provincial, and municipal legislation (including the Nova Scotia Municipal Government Act and Occupational Health & Safety Act), supports budget and capital planning, implements operational policies, oversees asset management, and facilitates training and development for staff.

This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

### **Accountability**

This position reports directly to the Director of Municipal Operations..

### **Specific Job Responsibilities**

1. Oversees the safe and effective operation and maintenance of the County's public works infrastructure, including municipal roads, sidewalks, parks, trails, buildings, stormwater systems, and vehicles/equipment.
2. Supervises and provides guidance to all Public Works staff, including lead hands and operations coordinators, ensuring work is completed safely, efficiently and in compliance with municipal policies.
3. Ensures operational compliance with all relevant legislation, including:
  - Nova Scotia Municipal Government Act (municipal engineer and infrastructure oversight duties)
  - Occupational Health & Safety Act (ensuring safe working conditions for all staff)
  - Environmental regulations for water and wastewater systems under Nova Scotia Environment and Climate change.
4. Assists the Director in developing, monitoring, and reporting on departmental operating and capital budgets, including water and wastewater utility budgets, and participates

in multi-year capital planning.

5. Implements and manages asset management programs, including fleet, equipment, and materials inventories, preventive maintenance, and long-term infrastructure planning.
6. Supports Procurement & Agreement Coordinator in developing tender specifications relating to Municipal Operations.
7. Supports project management and oversight for infrastructure initiatives, ensuring contracts, permits, insurance are being adhered to and that safety measures are followed and that cost controls are applied.
8. Develops, implements, and enforces departmental policies, procedures, and work standards to support operational efficiency and staff accountability.
9. Ensures staff are trained and certified to operate municipal infrastructure safely, including water/wastewater systems, heavy equipment, and vehicles.
10. Responds to emergency operations including winter maintenance, storm response, water/wastewater incidents, and other urgent operational issues.
11. Provides timely reporting and updates to the Director, CAO, and Council on departmental operations, ongoing projects, budgets and infrastructure issues.
12. Collaborates with other municipal departments, external stakeholders, and community organizations to coordinate operations, improve service delivery and ensure effective public engagement.
13. Fosters a positive, safe, and inclusive workplace culture, addressing performance issues, facilitating team development, and ensuring fair and consistent application of municipal policies and collective agreements.
14. Other duties and responsibilities as may be assigned from time to time by the Director of Municipal Operations.

### **Qualifications and Expectations**

Candidates for this position must possess as a minimum, an undergraduate degree or diploma in Engineering (C.E.T or Professional Engineering designation preferred) or an equivalent combination of education and relevant experience in municipal operations or public works. Additionally, the candidate must have a minimum of five (5) years experience of supervisory or management experience in public works, municipal infrastructure or engineering operations; experience in a government or unionized municipal environment is preferred.

Due to the nature of this position, the employee must have strong communication, leadership, mentoring and conflict management skills, exceptional reading and writing skills, have a positive past working relationship with contractors and the union, be fluent with Microsoft Office, and be comfortable working in a fast-paced work environment, often with short timelines and a high political and public attention. This position will occasionally require work outside of normal office hours including evening, weekends and holidays.