



## EMPLOYMENT OPPORTUNITY

### Operations Manager

Municipality of Grassland | Hartney, MB  
**Permanent Full-Time Position**

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The Municipality of Grassland invites applications for the full-time permanent position of Operations Manager. This position is responsible for the effective planning, coordination, and supervision of all municipal operations, including transportation infrastructure, utilities, facilities, equipment, and public works services. This position ensures that municipal infrastructure is maintained in a safe, efficient, and sustainable manner. The Operations Manager plays a key role in capital project planning and works closely with the CAO, Council, contractors, and the public to deliver high-quality municipal services.

#### **Key Responsibilities**

- Plan, schedule, and supervise daily operations and maintenance activities for roads, drainage, water and wastewater systems, and municipal facilities.
- Oversee seasonal operations such as snow removal, grading, sanding, and roadside mowing.
- Monitor and inspect work to ensure compliance with safety standards and municipal policies.
- Lead and supervise public works employees, including assigning duties, providing training, evaluating performance, and addressing personnel issues.
- Ensure all equipment is maintained and serviced regularly and is in safe working condition.
- Assist in the development of the annual operating and capital budgets.
- Monitor expenditures within transportation budget and prepare reports for the CAO and Council as required.
- Respond to public inquiries and service requests in a timely and professional manner
- Liaise with ratepayers, utilities, contractors and suppliers.
- Asset Management and keep detailed and accurate reports
- Valid Class 5 driver's license.
- After hours response as necessary.
- Other duties as necessary

The successful applicant will be required to obtain certification through the Water and Wastewater Facility Operators Certification Program. This certification is a condition of employment and must be achieved within a designated time frame as determined by the municipality.

The Municipality of Grassland offers a pension plan and benefits package. Salary is negotiable depending on experience and qualifications.

#### **How to apply:**

Please send your resume, cover letter to:

Municipality of Grassland, Box 399 Hartney MB R0M 0X0 or email [cao@mglgov.ca](mailto:cao@mglgov.ca)

**Closing date:** The position will remain open until suitable candidate is found.

For any questions or further information, please contact Kristy Wells, CAO at 204.858.2590 or email [cao@mglgov.ca](mailto:cao@mglgov.ca).

*We thank all who apply and advise that only those selected further consideration will be contacted.*