



## Position Description

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**POSITION TITLE:** Municipal Services Director

**DEPARTMENT:** Municipal Services

**REPORTS TO:** Chief Administrative Officer

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### **SUMMARY OF POSITION:**

The Municipal Services Director (MSD) is responsible for the coordination of all water and wastewater facilities, municipal planning services, disaster services, and regional communications. The MSD is also responsible for coordinating the purchase and maintenance of capital equipment used by the Infrastructure Department.

The MSD is a key individual in providing Council and the Chief Administrative Officer with day-to-day information on the operations of several municipal services. The MSD will provide Council and the Chief Administrative Officer with written reports on the activity of the Department on a bi-weekly basis. The MSD also plays an important role in Policy development by providing advice to the Chief Administrative Officer and Council on public works matters.

The MSD is responsible for supervising the Administrative Assistant Utilities as well as four full-time utility operators and one utility labourer.

### **RECOMMENDED TRAINING & QUALIFICATIONS:**

- Municipal Disaster Services Training
- Certification under the Utilities Officer Training Program
- National Advanced Certificate in Local Authority Administration (NACLAA 1)
- University of Alberta's Applied Land Use Planning Certificate
- Alberta Fire Training Certification Program
- Fire Prevention Training
- Mediation Technique Training
- Small System Water and Small System Wastewater Certification
- Plumbing and Gas Fitting License
- Pumps Maintenance and Repair Training Program
- Water Distribution Systems Maintenance Training
- Monitor and Alarms Systems Training
- Self Contained Breathing Apparatus Training
- Trenching Safety Courses
- Transportation of Dangerous Goods
- Safety training: including Safety Orientation, First Aid, WHMIS 2015, National Safety Codes, and others as applicable.
- Alberta Municipal Health and Safety Training – Safety Basics and Safety Auditor

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- Driver Education Training
- Stress Management and Time Management Courses

### **RECOMMENDED MEMBERSHIPS:**

- Rural Utilities / Safety Officers Association of Alberta
- Alberta Water / Wastewater Association
- Alberta Development Officers Association

### **KEY DUTIES AND RESPONSIBILITIES:**

#### **1. Utilities Function:**

- a) Process and inspect road crossing applications and the coordination and regulation of all oil and gas well site developments.
- b) Ensures the coordination of all utility moves and relocations with respect to county road construction projects.
- c) Coordinate all applications by the oil and gas industry to locate facilities within the proximity of municipal road allowances.
- d) Coordinate the process of applications for the installation of power transmission lines as well as the construction and location of telecommunications facilities.
- e) Maintain records and information on all utilities and facilities within the municipality, including agreements, easements, rights-of-ways , approvals, and plans.

#### **2. Water and Wastewater Function:**

- a) The MSD is responsible for the operation of water and sewage facilities as licensed by Starland County. As the Certified Operator, the MSD must ensure that all standards, regulations, permits, licenses, interim licenses and approvals are complied with in accordance with Provincial Approvals.
- b) Is responsible for filing monthly and annual reports to the relevant Provincial agency, including: daily water consumption, chemical requirements, intake readings, total and free chlorine residuals and iron concentrations, and any other reporting requirement.
- c) Is responsible for obtaining necessary approvals for the release of treated water from facilities approved for release. Will submit required reports on BOD, TDS, Wastewater Quality Analysis Results, Depth of Evaporation and Treatment Cells and any operation problems to the relevant authorities.
- d) Will ensure that a certified operator is available for 24 hour call for maintenance of essential water and sewer services.
- e) Will coordinate timely monthly water consumption readings for all metered users in Starland County.
- f) Will perform or coordinate utility locates of those facilities owned by Starland County upon notification of "Alberta One Call."

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- g) Will ensure that the network of Starland County Truckfills are inspected regularly and calibrated for proper dispensing of water. Will provide an accounting of all water purchased at the Truckfills and at all Starland County water facilities to ensure that consumption is balanced with generated revenues.
- h) Will prepare a long-term utility infrastructure plan to ensure that Council is aware of ongoing infrastructure requirements. (Municipal Infrastructure Management System)
- i) Ensure that all policies established by Council and Provincial Authorities are complied with.

### **3. Disaster Function:**

- a) Will act as the Director of Emergency Management for the administration of the Starland County Disaster Plan. Will provide advice to the Emergency Management Committee on all aspects of emergency planning and emergency preparations.
- b) Will ensure that the Starland County Emergency Management Plan is annually reviewed and updated as required.
- c) Will supervise the procurement and maintenance of special emergency equipment and supplies.
- d) Will work with the appropriate Provincial Authority to ensure that the Starland County Emergency Management Plan is appropriately tested. Will also coordinate any training required by members of the Starland County Emergency Management Committee to ensure all members are adequately prepared for their responsibilities.
- e) Maintain a liaison with the Directors of Emergency Management in neighbouring municipalities to ensure that mutual aid agreements are relevant and current.
- f) Will disseminate information to Starland County residents to ensure that the citizens of the community are kept informed of major developments in emergency planning and preparation.

### **4. Reporting Function:**

- a) Provide bi-monthly written reports to the Chief Administrative Officer and Council outlining the activities of the Infrastructure Department.
- b) Report daily to the Chief Administrative Officer on the ongoing functions of the Infrastructure Department and inform Council members about the significant activities in their division.
- c) Address concerns relayed to the MSD by Council members and ratepayers.
- d) Ensure that all policies established by Council are complied with.

### **5. Administrative Function:**

- a) Ensure that Purchase Orders are prepared for purchases and ensure that the Administrative Assistant (Accounts) has the necessary documentation.
- b) Prepare invoices for any private work carried out by the Department.
- c) Prepare budget estimates for the various functions as required.

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- d) Check and verify accounts and account payments for related functions.
- e) Coordinate special farm trucking permits.

### **6. Personal Development:**

- a) Attend any training programs and / or seminars recommended by Council or the Chief Administrative Officer.
- b) Annually prepare a summary of training programs and / or seminars that would supplement the duties as outlined.

### **7. Development Function:**

- a) Receive, review, and process development permit applications for compliance with municipal land use bylaws, statutory plans, and applicable legislation
- b) Issue development permits and associated approvals within delegated authority
- c) Maintain accurate development records, files, database, and permit tracking systems
- d) Serve as a primary point of contact for inquiries related to planning and development matters

### **8. Perform all other duties as may be required by the Chief Administrative Officer.**

### **CROSS TRAINING REQUIREMENTS:**

The Municipal Services Director is responsible for ensuring the duties of the Utility Operators are covered in their absence. As well as ensuring there is adequate coverage for disaster services, planning, safety and fire functions in their absence.

### **SAFETY COMMITMENT:**

Employee is responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. This position is a safety sensitive position, so drug and alcohol testing is required on hiring.

\*Revised as of June 2026