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## Chief Executive Officer

### The Position:

[Summit Search Group](#) has been retained by [Pembina Valley Water Cooperative](#) on the recruitment of their next Chief Executive Officer (CEO). The Pembina Valley Water Cooperative is a privately held not for profit cooperative, owned by 14 municipalities in Southern Manitoba. PVWC provides a regional approach to producing and distributing high quality, potable water to over 59,000 people and for industrial, business, and agricultural needs in the region. With their head office in Altona, Manitoba, they have water treatment plants located in Morris, Letellier and Stephenfield.

The Chief Executive Officer will be responsible for the overall operation of the PVWC in accordance with the objectives, strategic plans, programs and policies approved by the Board and in accordance with the various Provincial and Federal Statute and Regulatory requirements. The successful candidate will ensure production and timely delivery of clean, safe drinking water, meeting prerequisite quality requirements.

### Strategic Planning:

- Leads the Board in strategic planning for and sourcing of new water supplies as required, while protecting existing water supplies. Develops policies and programs which ensure reliable supply of short- and longer-term water needs, incorporating the region's economic and population growth, in wet and dry climatic cycles.
- Provides the Board with regular financial, operating and project reports, communicating progress toward annual and long-term goals, as well as emerging issues or opportunities, especially in the area of assessing need for and sourcing both short- and longer-term water supplies. Researches and recommends new initiatives, programs, policies and plans for Board discussion and approval.
- Facilitates awareness and develops innovative business plans for future expansion requirements.
- Plans for major capital projects and replacement of existing structures based on forward projections of water production requirements by area, need and current production capacity.

### Operational:

- Ensures water treatment plants and distribution systems are appropriately certified, licensed and maintained to assure their legally compliant and cost-effective operation. Water rights and environmental licensing are essentially responsibilities which must be maintained.
- Manages input and operational costs effectively, maintaining strong supplier relationships essential for competitive pricing and timely delivery of required supplies and services. Share annual efficiency gains with Board.
- Prepares and presents a quarterly report to the Board of Directors regarding operations. Recommends appropriate action or requests ratification for action taken to deal with matters requiring Board Approval.
- Establishes and maintains an approved system for contracting goods and services by the PVWC. Ensures the system complies with all policies and reviews/recommends acceptance or rejection of properly submitted tenders, quotations, and proposals.
- Develops and implements a comprehensive Emergency Planning and Preparedness plans. Ensures adherence to local, provincial and federal regulations. Provides emergency management training plans for employees.

**Human Resources:**

- Assists and approves the recruitment and selection of top-talent candidates and employees as well as all compensation administration, within established personnel policy and budget guidelines. Ensures the organization has a comprehensive human resource management plan to attract, develop and retain qualified staff.
- Leads regularly scheduled meetings with all managers/supervisors to review capital, operations and human resources matters; communicating expectations and receive input from employees while also advising on policy or procedure changes.

**Financial:**

- Develops and oversees a process for preparation of annual capital and operating budgets, including pro forma projections, scenario analysis. Monitors, controls and authorizes spending within the limits of the approved budget and authority delegated by the Board.
- Presents any expenditure in excess of budget or new budget items, along with supporting documentation, for Board approval.
- Ensures appropriate management and accountability are exercised through financial staff.
- Ensures processes are developed and implemented for funding of capital projects.

**General Accountabilities:**

- Attends all meetings called by the Board of Directors as well as other Committee meetings, as appropriate, to provide information, advice and administrative support.
- Establishes and maintains positive relationships with Federal or Provincial Government departments and neighbouring town, cities, villages, municipalities.
- Responds to public inquiries, media requests, and industry conferences for purposes of education, growth and positive public relations for the organization.

**Qualifications:**

- Post-Secondary education in Public Administration, Business Administration, Leadership, Human Resources.
- Professional Designation MBA, CPA, P.Eng would be considered an asset
- Senior level business and management experience.
- Demonstrated understanding and implementation of strategic planning, finance management, human resources, operations at a senior level.
- Process, manufacturing or water industry specific expertise/knowledge strongly considered an asset.
- Demonstrated high-level integrity and conflict of interest facilitation.

For more information, or to submit your resume, please reach out to [Gail Eckert](mailto:Gail.Eckert@summitsearchgroup.com), Director, at Summit Search Group, [Gail.Eckert@summitsearchgroup.com](mailto:Gail.Eckert@summitsearchgroup.com)

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