



TOWN OF COALDALE

COALDALE, AB

INFRASTRUCTURE MANAGER

Make a Wise Career Choice!

You've heard great things about the Town of Coaldale. Here is your chance to be their next Manager of Infrastructure.

Providing technical and engineering support services to Town departments, the **Infrastructure Manager** will research and prepare technical reports, recommendations, conceptual designs, and short, intermediate and long term capital replacement plans for matters related but not limited to: storm water and wastewater management, roadways and utilities, infrastructure and special projects.

Reporting to the Director of Engineering & Operations, the Infrastructure Manager will also assist with capital project management, the creation of operating budgets, long range capital replacement planning; capital asset management; be responsible for some staff supervision; and serve as a liaison for technical consultants.

Job Duties and Responsibilities:

- Conducts assessments of Town infrastructure by conducting inventory assessments and short, intermediate and long range capital planning;
- Provides advice, recommendations and direction with regard to operational efficiencies and innovative approaches to service delivery;
- Coordinates and liaises with contractors and manages assigned projects;
- Responsible for capital asset management and fleet management;
- Preventative maintenance of facilities and equipment;
- Coordinates with other divisions to develop long-range operational budgets for the Department;
- Develops cost projections, designs, and RFP's for capital projects;
- Responsible for work order management system;
- Manages the Town's solid waste and recycling program. Prepares reports and provides technical support to the Director of Operations.
- Liaises and coordinates the activities of engineering services with other Town departments, Municipalities, Utilities and Government Agencies;
- Plans and schedules the work of technical support for vehicle and equipment maintenance functions;
- Prepares and administers RFP's for the construction and maintenance of Town infrastructure;
- Performs other related duties within the scope and authority of the position, as required.

**Knowledge, Ability and Skills:**

- Certified, registered or professional designation, diploma or degree in Civil Engineering or Engineering Design Technology, preferably with experience in a municipal setting;
- Project Management Training is beneficial;
- Minimum 3 years experience in professional consulting or in a municipal setting;
- Strong working knowledge of Workers' Compensation and Occupational Health and Safety legislation and regulations;
- Strong oral and written communication skills;
- Experience in MS Office products and AutoCAD;
- Flexible, resourceful and able to adapt to a changing environment;
- Ability to identify areas for improvement and take initiative to implement appropriate changes.

Why work at the Town of Coaldale:

- Competitive salary
- Full benefits package (health, dental, vision)
- RRSP contribution
- Great working environment
- Progressive, innovative organization

About the Town of Coaldale:

The Town of Coaldale is responsible for delivering a wide range of core municipal services to community residents. The Town strives to make Coaldale a preferred place to live, work and play. For more information, please visit our website at www.coaldale.ca

Apply Now!

Please send your 1) resume, 2) cover letter, 3) reason(s) for applying, and 4) salary expectations to **hr@coaldale.ca** by no later Tuesday, April 22, 2014. The Town of Coaldale thanks all applicants for their interest; however, only those considered for an interview will be contacted directly.