



It seems that most people who visit our town comment on how beautiful it is, our amazing location (being just 15 minutes south of Calgary) and how friendly the people are. We're proud of our community, steadfast in our approach to sustainability, and have an empowered municipal workforce that reflects this pride. As one of Canada's fastest growing communities (population 28,000) our challenges are unique and our dedication is equal to the task.

Engineering Projects Coordinator

We are looking for a graduate in Civil Engineering to join our Engineering team. Reporting to the Engineering Manager, the incumbent will provide efficient and effective technical support, site inspection, quality control, survey confirmation, and over-all support to the Engineering team. You will work with design & construction specifications and all aspects of development processes, including administration of Construction Completion Certificates (CCC's) and Final Acceptance Certificates (FAC's). The incumbent communicates regularly with contractors and developers' representatives to ensure conformance to design and construction standards; on-site inspection of utility installation projects; preparation of inspection reports, etc.

You have a Civil Engineering degree; directly related experience with design and inspection of transportation & utility infrastructure are assets, especially experience in a municipal setting. An equivalent combination of education and experience may be considered. Strong interpersonal, oral and written communication skills are necessary, as well as familiarity with Auto-Cad, construction procedures and reading construction drawings. You possess a valid Alberta Class 5 driver's license.

Our total compensation package includes a competitive salary, a comprehensive benefit package and participation in LAPP pension. Interested applicants are invited to forward a detailed resume by April 19th, 2015 to jobs@okotoks.ca. For more detailed information on this and other employment opportunities, visit our website at www.okotoks.ca.

Our vibrant and growing Town has many things to offer; shorter commutes, unique shopping and dining opportunities, a flourishing cultural community, abundant outdoor trails and parks, extensive recreational facilities, and inviting family oriented neighbourhoods. Our employees are the cornerstone of our organization and working with us will provide you with the opportunity to work in an ever growing environment with an awesome group of people. Centrally located within close proximity to High River, Black Diamond, Turner Valley and Calgary, your choices are limitless! Come and experience our way of life!