



The Town of Okotoks is looking for an individual to join our Engineering team. The incumbent will provide efficient and effective technical support, site inspection, quality control, survey confirmation, reporting and administrative support to the Municipal Engineer and the Engineering team. He/she will develop a full working knowledge of Town of Okotoks design & construction specifications and all aspects of development and subdivision processes including administration of Construction Completion Certificates and Final Acceptance Certificates.

Specific duties include but are not limited to communicating 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.

Candidates must have completed a Civil Engineering Technician Program and have 3 years relevant experience, preferably in a municipal setting. Membership or eligibility for ACET is required. Above-average oral and written communication skills are musts. Familiarity with Auto-Cadd, construction procedures and reading construction drawings is required. The successful applicant must have a valid Alberta driver's license, and provide a current driver's abstract. Use of your own vehicle on the job is necessary (payment for mileage is provided). This is a permanent position working 37.5 hours per week – competitive salary and comprehensive benefit package apply, as well as participation in LAPP pension.

Interested applicants are invited to submit resumes by May 30, 2016. Please visit our website [www.okotoks.ca](http://www.okotoks.ca) for more information and to apply.

*We thank all applicants in advance for their interest. Only applicants invited to interview will be contacted.*