



Okotoks is ...

- A dynamic, fast growing community with 25,000+ proud residents in a beautiful foothills setting just 15 minutes south of Calgary city limits
- An award winning community, recognized for its innovation and commitment to comprehensive sustainable development practices
- An active community ripe with opportunities for creating innovative solutions for recreational services

You Desire ...

- A workplace that values teamwork, creativity and innovation
- A casual, yet fast-paced and results oriented environment, with flexible work schedules
- A unique professional challenge that offers an opportunity to reach your full potential
- An employer that prides itself on being a learning organization and strives to provide the best service in the most efficient, effective and economical manner

If the above appeals to you, read on ...

Engineering Projects Coordinator (Manager)

The Town of Okotoks is looking for an individual to join our Engineering team. Reporting directly to the Municipal Engineer, 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 the design & construction specifications and all aspects of development processes including administration of Construction Completion Certificates and Final Acceptance Certificates. 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. is required.

You have a post-secondary Engineering degree or diploma plus 5 years directly related experience. Above-average oral and written communication skills are necessary.

For further information on duties and qualifications, visit our website at www.okotoks.ca Interested candidates please forward resumes and copies of certifications by June 3rd, 2013.