



FACILITIES MAINTENANCE OPERATOR-ELECTRICAL

The Job

The Town of Edson is seeking a Facilities Maintenance Operator-Electrical. This position is responsible for the maintenance and care of all Town of Edson public and recreational facilities. Key responsibilities include maintaining mechanical, heating, ventilation, plumbing, electrical systems, and controls to ensure safe, reliable, and long-term functionality. The role involves conducting inspections, performing repairs, overseeing contractor work, managing preventative maintenance schedules, and utilizing digital systems for work orders and safety reporting. This position is essential in fostering a safe environment and delivering excellent customer service to internal and external users.

The Candidate

The ideal candidate is a detail-oriented, proactive individual with strong technical skills in facility maintenance, including HVAC, plumbing, electrical, and mechanical systems. They will thrive in a team environment, demonstrate excellent problem-solving abilities, and maintain a strong commitment to safety and customer service. Experience with digital maintenance systems and health and safety reporting is an asset. Flexibility to work after hours or on-call when required is essential. If you take pride in maintaining high standards and ensuring community facilities operate at their best, we encourage you to apply.

A full job description, including detailed responsibilities, qualifications, and expectations for this role, is provided below.

About the Town of Edson and our team

Edson's growth over the years is built on the rich natural resources in the region, creating a steady and viable economy now and into the future. Enjoy the vast and beautiful trail system throughout the community, take in some local history at the Galloway Station Museum, explore the great recreation and culture programs offered through our Community Development team, and embrace a lifestyle that lets you reconnect with the things that matter most.

We are looking for the right fit to join our team! At the Town of Edson, every team member takes pride in serving our community. Our success is driven by our core values: Communication, Creativity, Kindness, Respect, and Teamwork. Working with this team is more than just bringing a skill—it's about embracing a passion for service, collaborating with others, and taking pride in what you do every day.

We're proud to be part of a community that supports growth, connection, and quality of life. Learn more about why Edson is a great place to live, work, and thrive at www.ChooseEdson.ca.



What do we offer?

Compensation

The wage range for this position is \$46.43 to \$48.17, per hour as per the terms of the CUPE Collective Agreement.

Benefits

This position also offers a robust benefits package, which includes:

- A generous vacation package
- A \$400/year Active Living Allowance
- Sunlife benefits through Alberta Municipalities, and
- An excellent defined-benefit pension plan through LAPP

How do you apply?

Please submit your resume and cover letter, quoting competition #EDSOU-202517 by December 30, 2025.

In your cover letter, tell us about yourself, what you value, and why you're interested in this position.

Send your cover letter and resume to:

Email: humanresources@edson.ca

Be sure to quote Competition Number: EDSOU-202517

JOB DESCRIPTION

Facility Maintenance Operator-Electrical

General:

Reporting to the Facilities & Energy Manager, this position is responsible for the maintenance and care of all Town of Edson public and recreational facilities, including, but not limited to, mechanical, heating, ventilation, controls, plumbing, and electrical systems.

Position Duties:

- Maintain Town facilities to the standards that will provide safe, long-term viability for internal and external users.
- Ensure that facility inspections are conducted and that timely repairs and regular maintenance are performed.
- Assess facility deficiencies and provide recommendations to the Facilities & Energy Manager.
- Ensure that all maintenance is conducted in accordance with established policies and procedures (including safety).
- Assists other members of the maintenance team as required.
- Obtain approval from the Facilities Energy Manager to proceed with contractor/supplier repair quotations.



- Oversee the required maintenance and repairs associated with contracted work.
- Receive and respond to complaints and special action requests in a manner that exemplifies excellence in customer relations.
- Utilize a digital system to track and schedule preventative maintenance and asset replacement.
- Utilize a digital work order system.
- Fosters a safe working environment and utilizes the Town's digital health and safety software to complete mandatory reporting.
- Maintains equipment and tools utilized in the performance of section tasks.
- Is available after hours or on call to aid as required/scheduled by the Facilities & Energy Manager.
- Perform other duties as assigned by the Facilities & Energy Manager.

Human Resources, Team Management, and Leadership

- Foster a team environment which inspires hard work, dedication, collaboration, and fun supporting a positive organizational culture.
- Responsible for maintaining a working environment which includes integrity, trust, and respect in accordance with Town policies.

Corporate/Administration

- Understanding role within adopted policies, procedures and bylaws and ensuring they are followed in decision making and in the delivery of services.
- Respect and uphold organizational and staff confidentiality.

Public Relations

- Respond to the public's concerns and complaints in a timely and tactful manner, and in accordance with Town policies and bylaws.

Health and Safety

- Comply with all health and safety practices as it relates to the work, standard operating guidelines and the Occupational Health and Safety Act.
- Actively participate in Formal Workplace Inspections in area of responsibility.
- Review pertinent Hazard Identification, Assessment and Control worksheets on an annual basis as required by the Municipal Health and Safety Program.
- Participate in training and ensure being adequately trained and competent to perform the work.
- Ensure that all Safe Work Practices and Procedures are followed.
- Act upon all reports of any unsafe conditions, potential work hazards or incidents.
- Ensure the protective equipment, devices or clothing are maintained in good working order and used correctly.
- Advise your Supervisor/Manager of all observed Health and Safety concerns.

Qualifications

Core Competencies

- Demonstrate the ability to maintain equipment in a safe & responsible manner.
- Have physical strength, agility, and coordination sufficient to perform job tasks.
- Perform work under limited supervision.



Position Requirements:

- Journeyman Electrician c/w Red Seal.
- Commercial and institutional construction/maintenance experience.
- Grade Twelve Diploma or equivalent.
- Carpentry, electrical and Controls/HVAC maintenance, repair knowledge and troubleshooting abilities with a minimum of two years' experience in facility maintenance.
- Must possess a valid Class 5 Driver's license with a clean driver's abstract.
- Must be physically able to perform the manual duties of the position.
- Clear Criminal Record check