



# CONSTRUCTION COORDINATOR

Full-Time/Permanent

*Located in the heart of Central Alberta, Red Deer County provides a wonderful mix of rural and urban amenities. Over 97% of County residents report high satisfaction with their quality of life, making Red Deer County a great destination for both living and working.*

Red Deer County is a great place to work! It is much more than just a job to go to. It is a place where everyone plays an important role. At Red Deer County, we believe that mutual trust and respect, shared responsibility, and open communication are essential characteristics for creating personal success within a first-class working environment. We'd love to have you onboard!

Red Deer County has a permanent, full-time position for a dynamic and highly motivated **Construction Coordinator** to supplement our ongoing focus in the delivery of customer service excellence.

## Key Responsibilities

Under the direction of the Construction Manager, the Construction Coordinator ensures that Red Deer County's purchasing policy, grant applications, design guidelines, and budgetary guidelines are met during design, tendering, and construction of County approval projects. Projects include but are not limited to capital, maintenance, drainage, and work typically located within County road right-of-way.

## Qualifications

- Completion of post-secondary education as it relates to engineering/technology, with a designation of "Certified Engineering Technologist" or equivalent.
- A minimum of seven (7) years related experience. An equivalent combination of experience and education may be considered.
- Knowledge and understanding of municipal engineering operations and current provincial transportation standards.
- Strong knowledge of road and bridge design and construction procedures.
- Possess a solid understanding of contracts and tenders.
- Excellent interpersonal and communication skills, with effective experience dealing with public, Council, and all levels within the organization.
- Proficiency with MS Office applications (word, excel).
- Strong organizational skills.
- Ability to perform in a fast-paced, multi-tasking, and deadline orientated environment.
- Self-starter, with the ability to work independently with minimal supervision.

- Acceptable Criminal Records Check.
- Valid Class 5 Drivers' License, with acceptable drivers' abstract.
- Certified as a Class B Bridge Inspector is considered an asset.
- Asset management experience is considered advantageous in this role.
- Experience within a local government environment is an asset.

*\*\*Full position description is available upon request\*\**

### **Additional Information**

This is a permanent, full-time position (40 hrs/week). Red Deer County offers a competitive compensation package, learning opportunities, and work hours that enable a superior work-life balance.

Qualified parties are requested to submit a detailed resume and cover letter to the Human Resources Department no later than **5:00 p.m., Sunday, March 17<sup>th</sup>, 2024**, to:

**HUMAN RESOURCES DEPT.**

[hr@rdcounty.ca](mailto:hr@rdcounty.ca)

[www.rdcounty.ca](http://www.rdcounty.ca)



*We thank all applicants for their interest; however, only those invited for an interview will be contacted.*