

# EMPLOYMENT OPPORTUNITY

## WOODLANDS COUNTY



### Area Supervisor, Whitecourt

Competition No: 2024-011

#### About our municipality:

Woodlands County is a rural municipality approximately 150 kilometres northwest of Edmonton, with an area of 7,668 square kilometres. The County surrounds the Town of Whitecourt and includes the hamlets of Blue Ridge, Goose Lake, and Fort Assiniboine. With a population of over 4,550 people, Woodlands County is a thriving natural playground, welcoming families, businesses and tourists alike to experience and enjoy all there is to offer.



Submit your cover letter and resume by referencing the competition number.

We thank all applicants for their interest. Only those selected for interviews will be contacted.

#### Position Type

Permanent  
Full-time (40 hours/ week)

#### Hours of Work

Monday to Friday  
Some evenings and weekends required

#### Competition Close Date

Friday, September 20, 2024

The Whitecourt Area Supervisor provides supervision of maintenance on municipal roads within Woodlands County to ensure meeting the level of service condition for the motoring public.

#### Functional Responsibilities:

The position is responsible for:

- Staff supervision and assignment of daily activities
- Assessing road conditions and prioritize maintenance to ensure safety
- Road building, shoulder pulls, erosion control, culvert installations, beaver control, bridge repairs, re-graveling, general maintenance of asphalt, gravel and cold mix roads
- Responding to public concerns and complaints
- Safety meetings, monitoring cost control, staff scheduling and assigning overtime when required
- Monitoring and approving road use agreements and overweight permits
- Equipment maintenance
- Material purchasing
- Hiring and coordinating contract equipment
- Maintenance of facilities
- Supervise the pick up and disposal of hamlet waste
- Assist with developing and monitoring budget

#### Functional Requirements:

- Able to communicate effectively with the public
- Work cooperatively across departments
- Problem solving, decision making, and negotiation skills in a complex environment
- Able to interpret engineer drawings
- Able to understand and implement design, construction, and maintenance standards
- Ability to develop a cohesive team

#### Qualifications & Education Requirements:

- Grade 12 Diploma or equivalent
- 5+ years supervisory experience in infrastructure/public works, deploying infrastructure resources, and developing and managing budgets
- Public Works Supervisor certification considered an asset
- Microsoft Office Suite, intermediate level
- Valid First-Aid/ CPR and Ground Disturbance II considered an asset
- Valid Class 5 driver's license

#### Contact Us

p. 1-888-870-6315 e. [hr@woodlands.ab.ca](mailto:hr@woodlands.ab.ca)  
PO Box 60, 1 Woodlands Lane, Whitecourt, AB, T7S 1N3