



CAPITAL PROJECTS COORDINATOR

The Job

Our incredible team at the Town of Edson is looking for a **Capital Projects Coordinator** to join our community-motivated organization. We are a Town focused on celebrating the local; proud of our pioneering history; supportive of our neighbours and invested in the vibrancy of our recreational and cultural programming.

We recognize that the success of our organization hinges on our dedicated team. Our ideal candidate for this role is a responsive problem solver, organized and communicative in a dynamic environment. This role is responsible for the successful delivery of the Town of Edson's assigned capital and infrastructure projects.

The Candidate

The ideal candidate is a detail-oriented, results-driven professional with a strong ability to coordinate multiple capital projects simultaneously. You are an effective liaison who excels in overseeing design and construction, managing contracts, and ensuring projects are delivered on time, within budget, and to high standards. Strong communication skills are essential, as you will manage construction projects while streamlining processes and ensuring efficiency. Familiarity with municipal, provincial, and federal legislation, regulations, and regulatory agencies is considered a valuable asset. You are adaptable and committed to providing excellent customer service while driving innovative solutions to support the Town's infrastructure goals.

In addition to the above, we require applicants to possess:

- A diploma from a recognized technical institute as a Civil Engineering Technologist in the field of Civil Engineering Technology along with 3-5 years' experience working in a municipal environment.
- A certificate in project management and /or contract administration is considered an asset.
- Five years of recent experience in civil contract administration, project management, and public works inspection.
- Ability to interpret and apply standard engineering guidelines such as technical manuals, codes and regulations, contracting policies, safety regulations, and Town bylaws and policies.
- Familiarity with municipal, provincial and federal legislation, regulations and regulatory agencies which may be relevant to the role is considered an asset.
- Valid Class 5 driver's license, with an acceptable drivers' abstract.

About the Town of Edson and our team

Edson's growth over the years is based on the rich natural resources in the region. We have 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, enjoy some of 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 the most.



We may be biased, but we think that our team is really special, and we are looking for the right fit! Every person at the Town of Edson works with a community pride that is hard to replicate elsewhere. Working with this team is so much more than bringing a skill, it is bringing a passion and dedication to the service you deliver while taking pride in what you do every day.

What do we offer?

Compensation

The wage range for this position is \$82,000, to \$101,200, per year, however, this is negotiable for the right candidate. Candidate placement within the range during the first six months on the job is dependent on experience and available budget.

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 #EDSOM-202413, by November 3, 2024. In your cover letter, tell us about yourself, what you value, and why you're interested in this position. We will review applications as they come in and schedule interviews as needed.

Send your cover letter and resume to:

Email: humanresources@edson.ca

Closing date: November 3, 2024

Be sure to quote Competition Number: EDSOM-202413