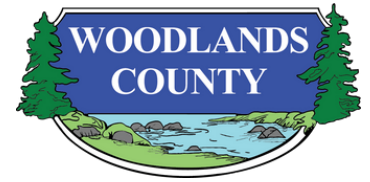


# EMPLOYMENT OPPORTUNITY

## WOODLANDS COUNTY



### Capital Projects Coordinator, Whitecourt

Competition No: 2025-010

#### 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 (36.25 hours/ week)

#### Hours of Work

Monday to Friday  
8:15 am - 4:30 pm  
Some evenings and weekends

#### Competition Close Date

Wednesday, February 26, 2025

Reporting to the Manager, Infrastructure Services, the Capital Projects Coordinator oversees the planning, coordination, and delivery of capital and operating projects (\$5K–\$10M) related to roads, bridges, flood protection, buildings, utilities, and airport infrastructure. This role manages projects from initiation to warranty close-out, ensuring they are completed on time, within budget, and to County standards while coordinating with internal and external stakeholders.

#### Functional Responsibilities:

The position is responsible for:

- Develop project scope, budgets, schedules, and risk management plans. Secure necessary approvals and ensure compliance with regulations, industry best practices, and County standards.
- Prepare and oversee RFPs, RFQs, and agreements to secure contractors, consultants, and other project resources. Manage contracts and ensure adherence to terms, budgets, and timelines.
- Supervise construction activities, monitoring progress, quality, and safety to ensure projects are delivered efficiently and meet required standards. Address issues, resolve conflicts, and ensure timely completion.
- Engage and collaborate with internal departments, external agencies, utility providers, contractors, and consultants to facilitate smooth project execution. Maintain positive relationships with vendors and suppliers.
- Monitor expenditures, track cost variances, and recommend cost-saving measures. Identify and mitigate potential project risks while ensuring financial accountability and efficiency.
- Provide regular updates on project status, budgets, and risks. Develop and deliver presentations to senior management, Council, contractors, and regulatory agencies to support informed decision-making.
- Actively promote and ensure adherence to County policies, Alberta OHS regulations, and safety procedures. Conduct hazard assessments, inspections, and lead by example in health and safety practices.
- Assist in maintaining County infrastructure assets by ensuring compliance with asset management policies and best practices.
- Attend site, safety, and contractor meetings related to County projects. Support emergency response efforts if required.

#### Qualifications & Education Requirements:

- Diploma or degree in Civil/Construction Engineering, Architecture, or related field with C.E.T., P.Tech., P.L. (Eng), EIT, or P.Eng. designation.
- 5–7 years of experience in civil infrastructure project management, ideally in a municipal or public works setting.
- Strong procurement, financial reporting, contract management, and stakeholder engagement skills.
- Proficiency in MS Office and GIS-related software.
- Valid Class 5 Driver's License.
- Equivalent combinations of education and experience may be considered.

#### Contact Us

p. 1-888-870-6315 e. [hr@woodlands.ab.ca](mailto:hr@woodlands.ab.ca)  
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