



EMPLOYMENT OPPORTUNITY

PUBLIC WORKS MANAGER

Who WE Are

The Town of Crossfield, located just 30 minutes north of Calgary and 15 minutes from Airdrie, is a fast-growing, vibrant community with a population of over 4,200 residents. As a mid-sized town, Crossfield offers the perfect blend of small-town charm and access to big-city amenities, making it an ideal place to live and work. Our progressive, collaborative work environment is built on teamwork, innovation, and a shared commitment to enhancing the quality of life for our residents. Join us in helping shape the future of Crossfield as we continue to grow and thrive.

YOUR Opportunity

Reporting to the Director of Infrastructure and Community Growth, the Public Works Manager provides leadership and direction to the Operations, Water/Wastewater and Parks teams. This role oversees the operations, planning and maintenance of Crossfield's public infrastructure, including roads, bridges, parks, water, sewer and drainage systems, and shop buildings. The Public Works Manager will also assist the Director with policy development, program planning, fiscal management and asset management

YOUR Essential Functions

Public Works Leadership

- Ensure that delivery of municipal services is undertaken in a responsive, safe, effective and efficient manner.
- Develop department specific business plans, goals, schedules, budgets and operating models.
- Work collaboratively and productively with elected officials, advisory boards, community groups, internal departments, developers, residents, businesses, and regulatory boards and agencies.
- Organize and direct Operations, Water/Wastewater and Parks staff to ensure effective, efficient, economical and safe delivery of service.

Project Management and Infrastructure Planning

- Oversee the work for municipal construction and maintenance projects including any engaged contractors and solicit advice from consulting engineers for the resolution of difficult problems.
- Administer road closures, utility line assignments and road occupancy approvals.
- Lead the development and implementation of a preventative maintenance program for public infrastructure, as well as a program to improve road safety and respond to residents' request for road safety improvements.
- Lead the annual operating and capital budget preparation, and preparation of multi-year capital plan

Other Duties:

- Review and comment on development proposals and technical submissions from the Department's perspective.
- Assist the Director with the development and implementation of Department related policies, bylaws, procedures and programs.
- Attend council and council committee meetings as a technical resource if necessary.
- This position may perform a role in support of the Emergency Command Centre, as assigned by the

What YOU Bring**Education & Experience:**

- Post-secondary degree in Engineering, Public Administration, Environmental Science, or a related field is considered an asset; an equivalent combination of education and experience will be considered.
- Progressive supervisory and leadership experience of at least 5 years.
- Experienced leader with the ability to inspire and motivate others.
- Class 5 Driver's Licence.
- Previous experience with municipal infrastructure, including water, wastewater, parks and roads is

Skills & Abilities:

- Demonstrate initiative and the ability to effectively organize work and establish priorities.
- Strong sense of work and person; ethics and exercises sound judgement when working with sensitive and confidential information
- Demonstrate ability in project management, including the ability to prioritize tasks, manage competing deadlines, and work independently or as part of a team.
- Demonstrate skills in leadership and effective direct supervision, a collaborative leader, with motivation, delegation and influencing skills.
- Excellent communication and interpersonal skills, with the ability to engage effectively with diverse

What WE Provide

This is a Full -time position (35 -hour work week) Monday to Friday; some evenings and weekends may be required. The Town of Crossfield offers a competitive wage, pension plan, excellent benefits package, and a supportive team environment.

Join the Town of Crossfield and be an integral part of a dedicated and community-focused team!

How to Apply:

Interested candidates are invited to submit their resume and cover letter to: Human Resources

Town of Crossfield
Box 500, Crossfield, Alberta T0M 0S0

Email: HR@crossfieldalberta.com

The position will remain open until January 18, 2025

. Please note that all applicants must be legally entitled to work in Canada. We thank all applicants for their interest; however, only those selected for an interview will be contacted.