



CAPITAL PROJECTS COORDINATOR-FACILITIES

The Job

The Town of Edson is seeking a dynamic professional to take on the role of Capital Projects Coordinator-Facilities. This position plays a vital part in shaping and maintaining the infrastructure that supports our community. You will lead the planning and delivery of facility maintenance and lifecycle projects, ensuring they are completed on time, on budget, and to the highest standards. Acting as a central link between internal teams, contractors, and consultants, you will bring projects from concept to completion while driving efficiency and quality. This is an opportunity to make a lasting impact on the spaces where our community lives, works, and gathers.

The Candidate

The ideal candidate is a proactive problem-solver with a strong background in project coordination and facility management. They excel at managing multiple priorities, maintaining attention to detail, and fostering collaboration among diverse stakeholders. A solid understanding of construction processes, contract administration, and regulatory compliance is essential, along with the ability to interpret technical requirements and make informed decisions. Strong communication skills, adaptability, and a commitment to delivering exceptional results will ensure success in this role. If you thrive in a fast-paced environment and take pride in building solutions that serve the community, we want to hear from you.

To learn more about the role and expectations, please consult the attached job description.

About the Town of Edson and our team

Edson's growth over the years is built on the rich natural resources in the region, creating 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, explore 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 most.

We are looking for the right fit to join our team! At the Town of Edson, every team member takes pride in serving our community. Our success is driven by our core values: Communication, Creativity, Kindness, Respect, and Teamwork. At the Town of Edson, we prioritize culture and finding the right fit. Creating an

environment where people feel supported, valued, and part of something meaningful. We believe that when the environment is right, accountability and high performance naturally follow. If you want to be part of a team where it's safe to speak up, take risks, and grow together, we'd love to hear how you see yourself as the right fit for the Town of Edson.

We're proud to be part of a community that supports growth, connection, and quality of life. Learn more about why Edson is a great place to live, work, and thrive at www.ChooseEdson.ca.



What do we offer?

Compensation

The wage range for this position is \$84,600 - \$104,400 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 to the email provided below, quoting competition #EDSOM-202512 by December 17, 2025.

In your cover letter, tell us about how you build relationships, take initiative, prioritize accountability and grow through feedback. Lastly, we'd like to know why this position interests you and what draws you to the Town of Edson.

Applications will be reviewed and interviews scheduled as suitable applicants are identified.

Send your cover letter and resume to:

Email: humanresources@edson.ca

Be sure to quote Competition Number: EDSOM-202512

Job Description

Capital Projects Coordinator-Facilities

General

Reporting to the Facilities & Energy Manager, the Capital Projects Coordinator-Facilities is responsible for planning, coordinating, and delivering facility maintenance and infrastructure projects for the Town of Edson. The role ensures projects are completed on time, within budget, and in compliance with standards and regulations while acting as a key liaison between internal teams, contractors, and consultants.

Business Units

- Facility Maintenance Planning
- Facility Lifecycle Project Management



Primary Responsibilities and Authority

Department Operations

- The primary objective of this position is to complete contractor procurement and assist with facility project management.
- Provides oversight for multiple projects, including consultant/contractor supervision, contract administration, project scheduling, cost management, and budget tracking.
- Coordinate and oversee the design, tender and construction of facility and maintenance projects related to Town facilities.
- Assists the Facilities & Energy Manager in assessing, evaluating and incorporating technical requirements to make informed decisions regarding facility construction procurement.
- Manage assigned contracts for qualified consultants/contractors, including establishing the templates and procedures for procurement of the consultants and contractors.
- Perform a range of project management work, including design review, document preparation, specifications, contract administration, cost estimates, procurement recommendations, procuring facility operation and maintenance manuals, scheduling and project assessments.
- Conduct regular site inspections to monitor construction progress, compliance with project specifications, safety standards, and local regulations.
- Maintain accurate records of daily activities, inspections, and project milestones. Prepare and submit reports on project status and any issues encountered.
- Ensure that all materials and workmanship meet the required standards. Identify and report any deficiencies or non-compliance.
- Review and assess change orders and requests for information (RFIs) from contractors. Ensure that all necessary documentation and approvals are obtained.
- Assists the Facilities & Energy Manager in developing the required contractual documents, templates and procedures for procurement to ensure consistency throughout the organization.
- Assume the Acting Facilities & Energy Manager role as required.
- Ensure that contractors provide all Operation and Maintenance manuals that apply to the contracted scope of work.
- Assist the Town in achieving higher performance through the implementation of the yearly facility lifecycle upgrades and replacement projects.
- Provide general technical support to the Facilities & Energy Manager and other municipal departments as needed.
- Promotes a high standard of customer service to the public as well as to all internal customers.
- Perform additional related duties as assigned by the Facilities & Energy Manager.

Human Resources, Team Management, and Leadership

- Foster a team environment which inspires hard work, dedication, collaboration, and fun, supporting a positive organizational culture.
- Responsible for maintaining a working environment which includes integrity, trust and respect in accordance with Town policies.

Financial and Budgetary

- Ensure that all Department procurement is completed in accordance with the approved budget, Town policies, procurement standards and other regulatory requirements.



- Collaborate with the Facilities & Energy Manager, following the facility lifecycle plan and recommending expenditures for replacement/rehabilitation of Town facilities based on the facility maintenance reports.
- Review of change of orders, contracts, and agreements. To provide recommendations and request approval from the Facilities & Energy Manager.

Health and Safety

- Comply with all health and safety practices as it relates to the work, standard operating guidelines and the Occupational Health and Safety Act.
- Actively participate in Formal Workplace Inspections in area of responsibility.
- Review pertinent Hazard Identification, Assessment and Control worksheets on an annual basis as required by the Municipal Health and Safety Program.
- Participate in training and ensure being adequately trained and competent to perform the work.
- Ensure that all Safe Work Practices and Procedures are followed.
- Act upon all reports of any unsafe conditions, potential work hazards or incidents.
- Ensure the protective equipment, devices or clothing are maintained in good working order and used correctly.
- Advise the Infrastructure Manager of all observed Health and Safety concerns.

Corporate/Administration

- Understanding the role within adopted policies, procedures and bylaws and ensuring they are followed in decision-making and in the delivery of services.
- Ongoing management of policies and bylaws under the responsibility of the Infrastructure Department.
- Prepare and present reports for the project's progress to the Manager as required.
- Assume roles in the Town's Emergency Management System in response to local and regional emergencies as required.
- Respect and uphold organizational and staff confidentiality.

Public Relations

- Implement communication protocols for projects and services to ensure timely messaging to citizens.
- Respond to the public's concerns and complaints in a timely and tactful manner, and in accordance with Town policies and bylaws.

Qualifications

Core Competencies

- Ability to organize and prioritize a complex series of project components to meet multiple time-based deliverables requiring a high level of detail and accuracy.
- Creativity and innovation; ability to continually improve services and processes in the face of new circumstances, evolving priorities, and resource constraints.
- Advanced organizational skills; ability to handle a variety of complex projects/tasks with competing priorities and strict deadlines.
- Highly developed interpersonal, verbal, writing, and presentation skills.
- Knowledge of facility construction procurement, maintenance, planning, and operation.
- Knowledge of Municipal/government procurement requirements/process.



- Strong analytical and research skills with the ability to use sound judgment to resolve unusual or problem situations.
- Proficiency in using Microsoft Office programs, including Word, Excel, Outlook, and Project.
- Ability to work flexible hours, and potential on-call schedules as required.
- Strong understanding of mechanical and electrical systems.

Job Requirements

- 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, or a minimum of 3-5 years of construction management experience and a red seal Journeyman certificate in a related commercial/institutional construction field.
- PEC, Gold Seal, Blue Seal and PMP designations related to construction will be considered assets.
- A certificate in project management and /or contract administration is considered an asset.
- 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 driver's abstract.
- Clear Criminal Record check.

Alternative combinations of education and experience which demonstrably provide the required knowledge and skills may be eligible in certain circumstances.

Working Conditions

The following conditions can be consistently expected in this position.

Physical	Cognitive	Logistical
<input checked="" type="checkbox"/> Safety-Sensitive Work <input type="checkbox"/> Extreme Heat or Cold <input type="checkbox"/> Heavy Lifting <input type="checkbox"/> Working at Heights <input type="checkbox"/> Working in Confined Spaces <input checked="" type="checkbox"/> Working Outdoors <input checked="" type="checkbox"/> Office Environment <input type="checkbox"/> Physically Strenuous Work <input type="checkbox"/> Hazardous Material Handling <input type="checkbox"/> Repetitive Tasks	<input checked="" type="checkbox"/> Stressful Situations <input checked="" type="checkbox"/> Frequent Multitasking <input checked="" type="checkbox"/> Fast-Paced Environment <input checked="" type="checkbox"/> Minimal Supervision <input checked="" type="checkbox"/> Difficult Conversations <input checked="" type="checkbox"/> Frequent Change <input checked="" type="checkbox"/> Confidential Situations	<input checked="" type="checkbox"/> Computer Operation <input type="checkbox"/> Variable Hours <input type="checkbox"/> Long Hours <input checked="" type="checkbox"/> Multiple Work Locations <input type="checkbox"/> Remote Working Conditions <input type="checkbox"/> After-Hour Meetings