

Career Opportunity

Operations Department | Permanent Full-Time Position | Monday - Friday (8 hour day)

The Opportunity

The Project Manager is a key member of the Operations team and is responsible for planning, coordinating, overseeing and delivering projects related to municipal infrastructure, services, and rural development. This role supports Operations-led capital, maintenance, and construction initiatives across the County and ensures projects are delivered safely, efficiently, on time, and within approved budgets.

Reporting to the Manager of Operations, the Project Manager provides technical expertise and project leadership throughout all phases of project delivery. The role is responsible for analyzing technical drawings, coordinating internal and external resources, managing budgets and schedules, and ensuring the successful execution of projects in accordance with County standards and best practices.

Key Responsibilities

Technical & Project Delivery

- Develop, prepare and review tenders, technical drawings, specifications and other related documentation for operations, capital, and maintenance projects including bridge design and replacement, paving projects, chip sealing, and line painting programs.
- Review plans, drawings and documents submitted by developers and provide recommendations in accordance with Lacombe County standards. Conduct site inspections and prepare progress reports.
- Update and maintain Operations Management Plans, including capital equipment replacement, long-range construction schedule, bridge management, pavement management, salt management, plans, etc.
- Conduct inspections on bridge structures within the County and maintain (or be willing to obtain) the Class B Bridge Inspector certification.

Leadership & Coordination

- Plan, lead, and coordinate the effective delivery of operational projects across the County.
- Lead and support project teams, including consultants, contractors, and internal staff, throughout all project phases, from planning and design through construction and close out.
- Ensure projects are delivered within approved budgets, schedules, and quality standards.



Key Qualifications

Technical

- A post-secondary diploma in Civil Engineering Technology (CET) is preferred, or a related discipline.
- Project Management Professional (PMP) designation is considered an asset.
- Experience working within a municipal government or public-sector environment is an asset.
- Knowledge of municipal infrastructure, operations and maintenance practices is an asset.
- Class B Bridge Inspector certification, or the ability and willingness to obtain.
- Demonstrated ability to read and interpret technical plans, specifications and drawings.
- Proficiency with Microsoft Office 365, AutoCAD and GIS related applications.

Leadership

- Proven ability to engage, guide and support a wide range of stakeholders including contractors, consultants, and internal teams.
- Strong collaboration and communication skills required.
- Ability to lead projects and influence outcomes respectfully.

Customer Service & Teamwork

- Possesses a strong customer service-oriented philosophy with a proven history of building and maintaining relationships with diverse stakeholders. Has a citizen and Council service approach.
- Proven ability to work as part of a team as a key member of the Operations team.

Why Lacombe County?

Lacombe County is committed to maintaining a vibrant, healthy, safe, caring and inclusive work environment. We hire great people who are looking to contribute to our respectful workplace. We support a work-life balance and offer an excellent compensation package including:

- A Pension for Life! This position participates in the Local Authorities Pension Plan, a defined benefit pension plan, where a monthly pension is paid to you for life upon retirement.
- A comprehensive group health and dental plan *plus* an annual health/wellness spending account.
- Annual vacation that increases with each year of employment.

If you are a professional with a solid understanding of civil engineering principles, a strong commitment to public service, and a passion for making a positive impact, we invite you to apply and help us build a safe, vibrant, and innovative community.

To express interest, please forward your application no later than 8AM, February 9, 2026 to: hr@lacombeounty.com.

We thank all applicants for their interest; however, only those invited for an interview will be contacted. **Please note:** All applicants must be legally entitled to live and work in Canada. This competition may remain open longer until a suitable candidate is found.