



County of Stettler Career Opportunity

Capital Projects and Facility Manager

Full Time

The Opportunity

The County of Stettler No. 6 is currently seeking a motivated and experienced Manager of Capital Projects & Facilities to join our Operations team.

Under the general supervision of the Director of Operations, this position supports the County of Stettler by planning, coordinating, and overseeing rural municipal construction projects. This role manages a wide range of projects including bridge and culvert work, drainage improvements, survey activities, facility maintenance projects, regulatory approvals and procurement activities.

The Manager of Capital Projects & Facilities ensures projects are delivered safely, efficiently, and in alignment with County standards, policies, and legislation. This position requires strong technical knowledge, effective communication skills, and the ability to work collaboratively with internal departments, consultants, contractors, regulatory bodies, and the public.

Key Duties and Responsibilities

- Prepare project designs, specifications, and tender documents for construction and maintenance projects.
- Lead procurement activities, including drafting tender packages and supporting bid evaluations.
- Coordinate engineering and technical support for all County departments.
- Oversee regulatory compliance as it relates to municipal gravel resources (permitting, reclamation, and reporting, etc.).
- Oversee capital project delivery from planning through construction, including scheduling, budgeting, inspections, and quality control.
- Assist with regulatory approvals such as Water Act applications, environmental requirements, and ground disturbance processes.
- Review development plans and engineering submissions for alignment with County standards.
- Prepare technical reports, cost estimates, and project updates for management and Council.
- Other such duties and responsibilities as may be assigned from time to time.

Qualifications

- Professional designations such as Professional Engineer (P. Eng), Certified Engineering Technologist (CET), or Project Management Professional (PMP) are considered an asset; however, a combination of education, training, and relevant practical experience will also be considered.
- Five (5) years of progressive municipal experience; two (2) years in a supervisory role preferred.
- Proficiency in AutoCAD.

- Strong leadership, communication, and organizational skills.
- Valid Class 5 driver's licence.
- Demonstrated understanding of municipal water and wastewater operations

The successful candidate will be required to provide a Criminal Record Check upon hiring as well as an acceptable Driver's Abstract.

The County of Stettler No. 6 offers a competitive salary and a comprehensive employer-paid benefits package.

How to Apply

Submit a cover letter and resumé in confidence to:

County of Stettler No. 6

Attention: Greg Jackson, Director of Operations

Email: gjackson@stettlercounty.ca

This competition will remain open until a suitable candidate is found.

The County appreciates all applications; however, only those selected for an interview will be contacted.

About our Community

The County of Stettler serves a thriving agriculture community with economic opportunities in oil and gas and related manufacturing. Our community benefits from a strong tourism sector driven by nearby attractions such as Buffalo Lake and the renowned Alberta Prairie Steam Train Excursions. With a trading area population of roughly 11,000, the County of Stettler provides comprehensive municipal services and outstanding recreational amenities, offering an exceptional rural lifestyle for residents and newcomers alike. To learn more about our County please visit www.StettlerCounty.ca.