

Careers

Infrastructure Administration Supervisor



Join our dynamic team!

The City of Kelowna has an opportunity for you! Our dynamic team provides support for the City's Infrastructure business units. Within this team, The Infrastructure Administration Supervisor maintains efficient and effective administration support to ensure the operation of this branch meets all the needs of the Infrastructure Division and Corporation. The position is responsible for operating practices and functions within the Infrastructure Division. Customer service and staff development are key functions in this role.

You have extensive administration management and experience and human relations along with supervisory experience. Post Secondary Diploma in Business. You will have experience with critically analyzing data, interpreting information, audit operations and expenditures. Your knowledge and experience will help you to ensure staff are trained on various systems, equipment and provide technical support for staff on these systems and best practices.

Help create Kelowna as a *City of the Future*. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly and lead responsibly. Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. You're only a quick link to the world via the Kelowna International Airport.

Grow your career in an organization that supports employee work-life balance and career and professional development. This exempt position offers a salary range of \$94,500 to \$110,000, employer-paid comprehensive benefits, an earned day off program, paid vacation and one of Canada's top pension plans.

The City of Kelowna is committed to being an organization that values and reflects its community's diverse population, and to fostering an equitable, inclusive and progressive work environment where everyone can be their authentic self and feels a sense of belonging.

Apply online at www.kelowna.ca/careers
Applications must be received by end of day **April 24, 2026**