

Operations Coordinator Employment Opportunity

The Town of Westlock is seeking a knowledgeable, motivated and technically skilled Operations Coordinator to support the planning, coordination, and delivery of municipal infrastructure services.

Reporting to the Director of Operations, this position plays an important role in coordinating daily operations, supporting infrastructure projects, and supervising operations staff responsible for maintaining the Town's infrastructure systems.

If you are motivated by meaningful work that supports essential community services, and enjoy collaborating in a municipal environment, we encourage you to apply.

Key Responsibilities

- Assist with supervising and coordinating Operations staff responsible for municipal infrastructure maintenance and operations.
- Support the planning, administration, and reporting of operational and capital infrastructure projects.
- Review engineering drawings related to municipal infrastructure and site servicing to ensure Town standards are met.
- Provide technical knowledge related to the operation and maintenance of municipal infrastructure systems.
- Maintain and support digital infrastructure mapping and databases using systems such as AutoCAD and PSD Citywide.
- Respond to inquiries from residents, engineers, contractors, and utility providers regarding municipal infrastructure and services.
- Participate in safety and operational meetings and promote safe work practices.
- Collaborate with other Town departments to support municipal operations and projects.

Qualifications

- Diploma in Civil Engineering Technology or equivalent.
- Eligibility for membership with ASET.
- Minimum 2 years of experience in municipal infrastructure design, construction, or operations.
- Experience reading and interpreting engineering drawings.
- Demonstrated experience in project administration, including planning, supervision, reporting, budgeting, and cost control.
- Knowledge of municipal infrastructure systems and equipment capabilities.
- Proficiency with AutoCAD and Microsoft Office applications.
- Valid Alberta Class 5 Driver's Licence.
- WHMIS and safety orientation training required.
- Standard First Aid/CPR is considered an asset.
- Strong organizational, communication, and supervisory skills.

Why Westlock?

Westlock offers the best of both worlds – rural charm and community spirit with quick access to major urban amenities. Living in Westlock you can experience live arts, concerts, all sports or belong to one of the multiple community organizations. Town amenities include the Westlock Rotary Spirit Centre multiplex, the Aquatic Centre, skateboard park, ball diamonds, parks and playgrounds. The Town's strong business sector provides all the services and shopping you will need.

The Town of Westlock offers a competitive salary and excellent employee benefit program including the Local Authorities Pension Plan (LAPP). The wage rate is per the current CUPE Local 3047 Agreement with the probation rate currently set at \$44.00 per hour. Satisfactory background screening is required for this position including a criminal record check and 5-year drivers abstract upon acceptance of the position. Steel toe boots are also a requirement for the position.

Questions: Please call Robin Benoit, Director of Operations, 780-349-0237.

This competition will remain open until a suitable candidate is found. The Town of Westlock thanks all applicants for their interest; however, only those selected for an interview will be contacted.

Please submit your resume with three references in confidence to:

Town of Westlock
10003-106 Street
Westlock, Alberta T7P 2K3
Phone: 780.349-4444
Fax: 780.349.4436
Email: employment@westlock.ca



Town of Westlock

Department: OPERATIONS

Position: OPERATIONS COORDINATOR

The following job description is to be reviewed periodically.

MISSION:

As a member of the Town of Westlock Team - to help make Westlock the greatest place to live by providing quality service to our community in a courteous, timely, efficient and cost-effective manner.

POSITION SUMMARY:

The function in this position is to perform various assigned duties in relation to the maintenance and operations of the Operations Department including support services to other departments of the Town of Westlock. To provide assistance to the Director of Operations in relationship to the overall operation and management of the Operations Department. To maintain a positive working team relationship within the Town organization. This position may require additional hours, on-call and/or shift-work including weekends and evenings above regular scheduled hours.

POSITION REPORTS TO:

The direct supervisor for this in-scope position is the Director of Operations or designate.

1. GENERAL DUTIES

This position supervises the operations staff in relation to the general operations and maintenance for all municipal infrastructure systems.

- 1). Safely perform various assigned duties related to the overall operation of the Operations Department and other agencies of the Town of Westlock.
- 2). To assist as required in the supervision of the Operations Department in relation to the general operations and maintenance for all municipal infrastructure systems.
- 3). To assist in the project administration including project planning, supervision and reporting, budget preparation and cost control. Makes decisions and recommendations on the scope and outcome of assigned capital and operational projects.
- 4). Provide advanced knowledge in relations to the operations and maintenance requirements on municipal infrastructures systems.
- 5). Assist in developing and maintaining digital infrastructure base maps and databases utilizing software such as AutoCAD, PSD Citywide.
- 6). Review engineering drawings related to municipal infrastructure and site servicing to ensure the Town's standards are met.
- 7). Complete assigned duties with no supervision.
- 8). Durations of strenuous physical work may exist.
- 9). Perform other duties as assigned by the designated supervisor.

2. COMMUNICATION/PUBLIC

Operations Coordinator shall be responsible for fostering and maintaining good public relations and shall work towards this end as follows:

- 1). Maintain positive communication with all Town of Westlock Departments and the Public-at Large. An ability to present technical information in a straightforward manner to a variety of audiences is needed.
- 2). Respond to external inquiries from residents, utility companies, engineers, etc. related to Town infrastructure, services, standards, and development procedures.
- 3). Being a respectful ambassador of the Town.
- 4). Maintain a professional appearance.

3. RESPONSIBILITIES

- 1). Ensure assigned duties are completed in a safe and timely manner.
- 2). Participation required in departmental safety and operational staff meetings.
- 3). To ensure the safe operation and maintenance of Town owned equipment, facilities and inventories.
- 4). Work together with other employees in a team effort, stressing cooperation and good communication between staff.

4. QUALIFICATIONS

- 1). A Diploma in Civil Engineering field or equivalent is required.
- 2). Eligibility for membership in ASET
- 3). 2 years of experience in the design, construction, or operation of municipal infrastructure and experience in reading, interpreting, or drafting of engineering drawings.
- 4). WHIMIS, Safety Orientation
- 5). Advanced Experience in labour and equipment capabilities within a municipal environment.
- 6). Advanced knowledge of the light/heavy equipment capabilities.
- 7). Advanced knowledge of all municipal infrastructure systems.
- 8). Demonstrated experience in project administration including project planning, supervision and reporting, budget preparation and cost control.
- 9). Valid Alberta Class 5 Operator's permit.
- 10). Advanced knowledge of computer programs/applications such as AutoCad, Microsoft Office Tools including Word Excel, Power Point, Teams etc.
- 11). Standard First Aid/CPR Certificate is an asset but not required.
- 12). Demonstrated supervisory and administration skills.

Signatures:

I have read and understood this job description. The Director of Operations has informed me that this is a general description of the duties, responsibilities and qualification required of my position, which forms the basis for my classification level and against which my performance will be evaluated.

Employee Signature

Date

Director of Operations
Signature

Date