



TRANSPORTATION SUPERVISOR

The Job

The Town of Edson is seeking a Transportation Supervisor to oversee daily operational activities, including road repair, grading, plowing, line painting, sidewalk maintenance, drainage work, and snow and ice control. This position provides leadership to a dedicated team by coordinating schedules, supporting training, and ensuring all work complies with regulatory standards and established procedures. The Supervisor also contributes to the development of operational processes, assists with public communication, and responds to resident inquiries with professionalism and a strong customer-service focus.

The Candidate

The ideal candidate is a steady, supportive leader with experience in municipal transportation or comparable operational environments. They are skilled at developing their team, communicating with clarity, and fostering a respectful, collaborative workplace. This individual is confident in coordinating day-to-day activities, responding to public inquiries with professionalism, and adapting effectively to changing conditions.

They bring a solid understanding of road maintenance and fleet operations, value strong work practices and training, and take pride in delivering high-quality service. Above all, they are reliable, community-minded, and dedicated to building positive relationships across the organization and with residents.

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 \$75,500 - \$95,300 per year.

Benefits

This position also offers a robust benefits package, which includes:

- A generous vacation package
- Sunlife benefits through Alberta Municipalities including an annual Flexible Spending Account
- 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-202606 by March 22, 2026.

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-202606

JOB DESCRIPTION

General

Reporting to the Transportation & Parks Manager, the Transportation Supervisor position is responsible for supervising a crew of personnel in maintaining high-quality and dependable fleet, drainage, ditching and road systems through their plowing, grading, and maintenance programs. In fulfilling this role, the Supervisor leads, develops, and mentors team members.

Primary Responsibilities and Authority

Operations, Roads and Fleet:

- Report-A-Problem,
- Line Painting: Program,



- Road Repair and Maintenance,
 - Surface Drainage Maintenance Program,
 - Sidewalk Replacement and Maintenance program, and
 - Snow and Ice Control Programs.
- Support the Manager in the creation and maintenance of Safe Operating Procedures and work processes for the delivery of Transportation Services.
 - Assist the Manager in ensuring that proactive and reactive communications to the public and the organization are coordinated and shared in a timely and consistent manner.
 - Understand and comply with all Town policies, work procedures, rules, safety instructions and relevant directives in the Alberta Occupational Health and Safety Act, Regulation, and Code.
 - Investigate and respond to inquiries, concerns, and complaints from the public in a timely, tactful, and effective manner.
 - Oversee the scheduling and upkeep of all job-related training for staff within the department, ensuring that employees remain competent in their positions and that training records are maintained.
 - Ensure ongoing compliance with the National Safety Code for Motor Carriers.
 - Foster positive and responsible working relationships with other government agencies, the private sector, community organizations and residents.

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.
- Daily Supervision of Business Unit Staff including but not limited to scheduling and timecards approvals.
- Responsible for the discipline of Business Unit Staff, while ensuring to work within the parameters of a unionized environment.
- Manage daily work plans, department programs and projects to ensure the efficient delivery of services.
- Provide recommendations to the Manager regarding the organizational structure and staffing of the Department.

Financial and Budgetary

- Assist the Manager with the Department's 3-year operating budget.
- Ensure that all procurement is completed in accordance with the approved budget, Town policies, and other regulatory requirements.
- Practice fiscal responsibility in pursuing alternative sources of funding for department projects to offset the reliance of public funds. (i.e. grants)
- Authorize purchases and accounts within assigned limits.

Corporate/Administration

- Understanding role within adopted policies, procedures and bylaws and ensuring they are followed in decision making and in the delivery of services.
- Assist Manager in ongoing management of Policies and Bylaws under the responsibility of the Department.



- Assist Manager with reports for the Department initiatives and projects to Senior Leaders, Council and the public 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.

Health and Safety

- 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.
- Advise staff of all Health and Safety concerns.
- Ensure that all Safe Work Practices and Procedures are followed.
- Act upon all reports of any unsafe conditions, potential work hazards or incidents.

Qualifications

Core Competencies

- Foster a team environment which inspires hard work, dedication, and collaboration, resulting in a department with a high level of morale.
- Plan, direct and coordinate the activities of employees to ensure the efficient utilization of personnel and resources in meeting work requirements.
- Revise daily work plans as necessary to cover revision of work schedules, shutdowns, irregular or special work assignments, rush periods, etc.
- Train, mentor, and support employees to ensure their success and professional growth while delegating sufficient authority to enable independent and creative completion of assignments.
- In consultation with the Manager, participate in the performance management of direct reports, including providing informal feedback, contributing to formal review processes and, where necessary, participating in performance improvement plans or disciplinary actions.
- Temporarily fill the office and the responsibilities of the Transportation & Parks Manager, or other duties as may be required when so assigned.
- Working knowledge of the MS Office suite (Word, Excel, Outlook & PowerPoint, Questica).

Job Requirements

- Successful completion of a High School Diploma or equivalent. A certificate or diploma in a related trade is considered an asset.
- Minimum of 5 years' experience working in Transportation operations. Preference will be given to candidates with municipal experience. Previous experience in a leadership or supervisory role will be considered an asset.
- A valid class 3 and 5 driver's license is required. A clear criminal record check is required.

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 checked="" type="checkbox"/> Extreme Heat or Cold <input type="checkbox"/> Heavy Lifting <input type="checkbox"/> Working at Heights <input checked="" type="checkbox"/> Working in Confined Spaces <input checked="" type="checkbox"/> Working Outdoors <input checked="" type="checkbox"/> Office Environment <input checked="" type="checkbox"/> Physically Strenuous Work <input checked="" type="checkbox"/> Hazardous Material Handling <input checked="" 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 checked="" type="checkbox"/> Variable Hours <input type="checkbox"/> Long Hours <input type="checkbox"/> Multiple Work Locations <input type="checkbox"/> Remote Working Conditions <input type="checkbox"/> After-Hour Meetings