

Water Utility Supervisor

Req #1188

200 Glacier Dr, Canmore, AB T1W 1K6, Canada

Job Description

Posted Friday, April 24, 2026 at 2:00 AM | Expires Monday, May 11, 2026 at 1:59 AM

Why work for the Town of Canmore? In our workplace, we are proud to employ a talented team of professional and dedicated individuals who are passionate about their work, our community, and the enjoyment of our mountain environment! Our purpose as an organization is to serve the community and visitors to Canmore by providing a high level of customer service, supporting a sustainable future for all and ensuring the most efficient and effective use of taxpayer dollars.

Position Overview:

Reporting to the Manager of Public Works, the Water Utility Supervisor provides leadership, technical expertise, and oversight for the Town of Canmore's ("Town") water and wastewater utilities. This role is responsible for regulatory compliance, utility performance, capital planning, financial oversight, and the delivery of specialized programs aligned with industry best practices and the Town's Climate Action and sustainability objectives. This position provides direct supervision to employees and contractors delivering Town-led capital projects and operational programs and represents the Town in dealings with regulators, consultants, and stakeholders.

Core Accountabilities:

Leadership & Corporate Alignment

- Models and promotes the Town of Canmore's core values: Wellness, Respect, Integrity, Service, and Teamwork
- Acts as a role model, mentor, and leader for staff, fostering a respectful, inclusive, and high-performing workplace
- Champions the Town's culture, REDI commitments, and change initiatives
- Leads with professionalism, accountability, and sound judgment

Operational & Technical Leadership

- Provides technical leadership and oversight for water and wastewater treatment facilities and linear infrastructure
- Ensures compliance with all applicable municipal, provincial, and federal legislation and approvals
- Researches, recommends, and implements best practices, technologies, and innovations to improve performance and sustainability

- Oversees contract administration and ensures obligations, service levels, and performance standards are met
- Supports and maintains the Town's asset management program, including data quality and reporting

Capital Planning & Project Delivery

- Leads and represents the Town's interests through planning, design, and construction of water and wastewater capital projects within approved governance and budget frameworks
- Prepares and evaluates RFPs, tender packages, and consultant proposals
- Manages documentation control and reporting for capital projects
- Supports development and implementation of the annual capital plan
- Provides professional advice, analysis, and reporting to senior administration and Council

Financial & Utility Management

- Leads or supports the development and monitoring of annual operating budgets, rate models, and long-term financial projections
- Tracks expenditures, provides financial analysis, and reports on utility performance
- Ensures sound stewardship of public funds and resources

Customer Service & Stakeholder Relations

- Builds strong working relationships with internal and external stakeholders, regulators, consultants, and contractors
- Responds to inquiries and concerns professionally, accurately, and in a timely manner
- Resolves escalated or sensitive customer issues with tact and discretion
- Ensures confidentiality of client and corporate information
- Represents the Town of Canmore positively and professionally at all times

People Leadership & Team Development

- Supervises staff and contractors, providing clear direction, priorities, and performance expectations
- Leads recruitment, onboarding, training, and ongoing employee development in collaboration with Human Resources
- Conducts performance management, including coaching, feedback, and corrective action as required
- Fosters a collaborative, accountable, and respectful team environment
- Schedules staff to meet service, safety, and operational requirements

Health & Safety

- Fulfills the Supervisor responsibilities under the Town's Health & Safety Directive
- Protects the health and safety of workers under their direction and ensures staff are trained and equipped to perform work safely
- Promotes a safe work environment and complies with WCB, OHS, and other applicable legislation
- Identifies and communicates hazards, investigates incidents and unsafe conditions, and implements corrective actions and controls

Communication

- Communicates clearly, respectfully, and effectively with staff, leadership, contractors, and the public
- Leads regular team meetings focused on operations, safety, and continuous improvement

- Prepares clear written reports, presentations, and technical documentation
- Ensures timely sharing of project and operational information

Key Competencies

- Technical & Professional Expertise – Applies advanced engineering, regulatory, and operational knowledge to manage municipal water and wastewater systems safely, efficiently, and sustainably
- Strategic & Systems Thinking – Understands how individual decisions affect long-term utility performance, financial sustainability, environmental outcomes, and community objectives
- Leadership & People Management – Leads, develops, and supports employees to achieve results while fostering a safe, respectful, accountable, and inclusive workplace
- Collaboration & Relationship Building – Builds effective working relationships with internal departments, external agencies, developers, consultants, and the public through trust, professionalism, and respect
- Financial Acumen – Effectively plans, manages, and monitors budgets and financial resources in a public-sector environment
- Environmental Stewardship & Sustainability – Promotes sustainable, resilient, and environmentally responsible water resource management
- Customer Service & Stakeholder Relations – Builds trust and maintains positive relationships while balancing technical, regulatory, and public expectations
- Adaptability & Resilience - Maintains effectiveness when priorities shift, timelines change, or competing interests arise; responds constructively to feedback, setbacks, and ambiguity
- Ethics, Respect & Workplace Conduct – Acts with integrity and accountability; contributes to a respectful, safe, and inclusive workplace and complies with all health, safety, and organizational policies

Education and Certifications

Required Qualifications

- Undergraduate degree in Environmental, Civil, Chemical, or Water & Wastewater Engineering or Technologist from an accredited Canadian university or equivalent
- Professional Engineer (P.Eng.) or Certified Engineering Technologist (C.E.T.) in good standing, licensed to practice in Alberta
- Valid Alberta Class 5 Driver's License
- Minimum of five (5) years for P. Eng or ten (10) years for C.E.T. of progressive experience in water/wastewater utility management, engineering, or a related field
- Demonstrated experience supervising staff and managing performance
- Proven experience in capital project delivery, financial management, budgeting, and expenditure tracking
- Strong analytical, budgeting, and problem-solving skills
- Excellent written and verbal communication skills
- Ability to manage conflict, navigate political environments, and balance competing priorities
- Demonstrated ability to read, interpret, and apply legal agreements and engineering and architectural plans and specifications
- Ability to work effectively with organizations at all levels of government

Highly proficient in Microsoft 365

Preferred Qualifications / Assets

- Experience in the operation of and maintenance programs for water and wastewater treatment facilities
- Experience working in a municipal environment
- Experience advising senior leadership and/or Council
- Experience supporting asset management programs, including data quality and reporting

Salary and Benefits

- Salary Range- **\$117,335.40 – \$123,851.00** per year
- Hybrid Work Eligible Position
- Competitive Salary, benefits package, & personal wellness plan
- Generous RRSP matching plan
- EDO-Earned Day Off program
- Personal development & learning opportunities
- Positive work culture
- Work-Life Balance

Closing Date for Applications: This posting will remain open until **May 10th, 2026**.

How to Apply: To apply, please combine your cover letter and resume into a single document (PDF or Word) and click the "[Apply Now](#)" button below. To help us learn more about you, in your cover letter please clearly detail the following:

1. Why you want to be a Water Utilities Supervisor with the Town of Canmore?
2. What leadership, interpersonal skills and attitude do you possess that would make you a great addition to our team?

Prior to beginning work, the successful candidate will be required to submit all required certifications and documentation, including driver`s abstract and records checks. The Town of Canmore wishes to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.

The Town of Canmore is committed to fostering an inclusive and respectful workplace. We are proud to be an equal opportunity employer and make employment decisions without regard to race, color, religion, gender, gender identity or expression, sexual orientation, age, disability, marital status, family status, ancestry, place of origin, or any other protected characteristic under applicable law.

We believe diversity strengthens our organization, and we encourage applications from all qualified individuals. Accommodations are available upon request for candidates taking part in all aspects of the selection process. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, hr@canmore.ca

Job Details

Job Family

Pay Type

Supervisors

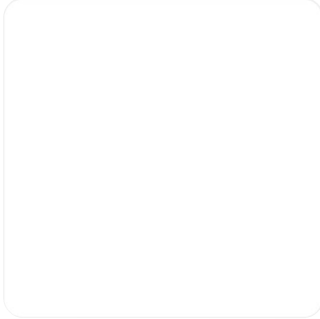
Salary

Employment Indicator
Supervisor

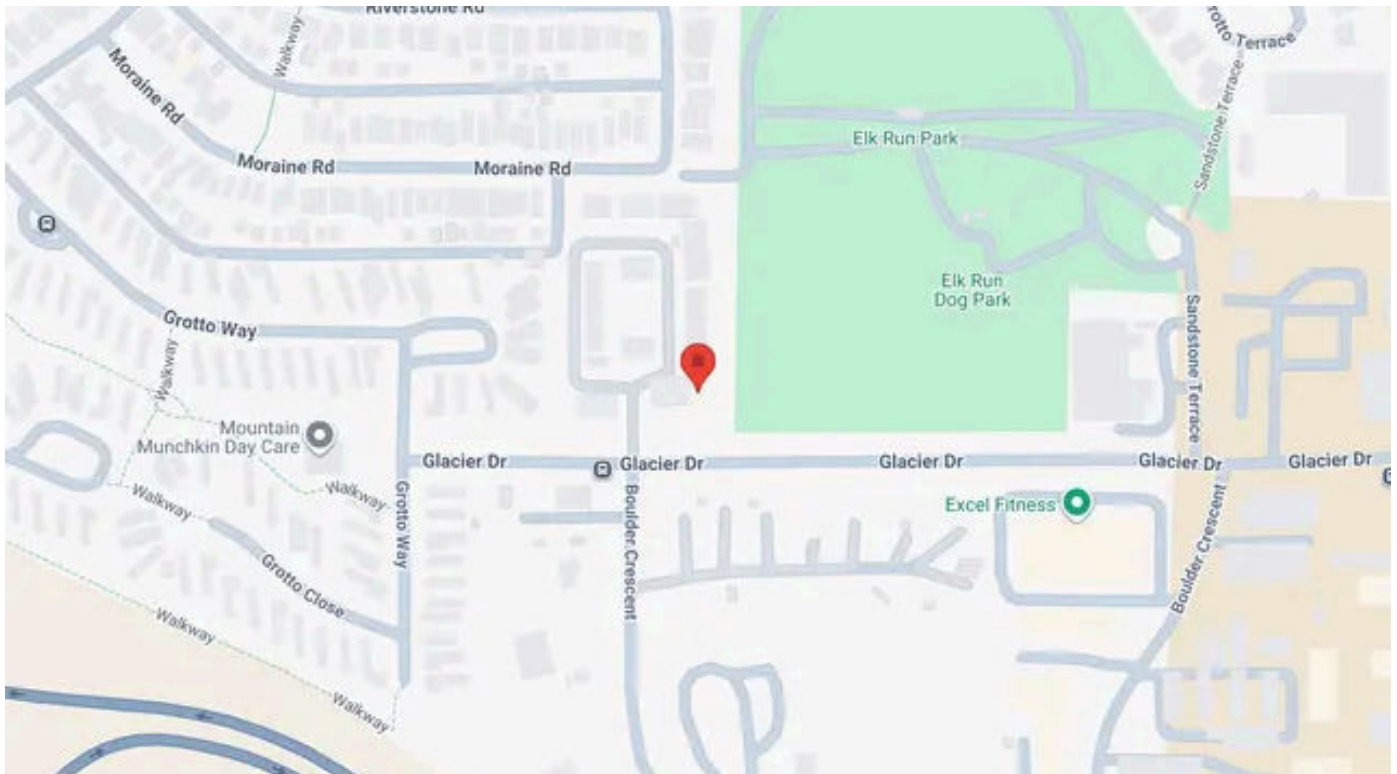
Hiring Min Rate
117,335.40 CAD

Hiring Max Rate
123,851 CAD

Scan this QR code and apply!



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