



GENERAL MANAGER, INFRASTRUCTURE & PLANNING

The Job

Do you have a degree in Planning? Have you played a key role in shaping and developing your community landscape? Do you bring a strong passion for municipal development and long-range growth?

The Town of Edson is seeking an experienced and capable leader to join its Senior Leadership Team as the current General Manager prepares for retirement.

This role provides strategic leadership in municipal planning and infrastructure and is responsible for guiding the Town's growth and development as it evolves over the long term. With a strong foundation in planning principles, the General Manager leads integrated land use, development and infrastructure planning, ensuring alignment with community priorities, regulatory frameworks and sustainable outcomes.

As a key member of the senior leadership team, the General Manager advises Council and senior administration on land use, growth management, infrastructure investment, and future community development. The role works collaboratively across departments to align priorities, resources, and long-range plans, while also representing the Town in relationships with external partners and government agencies.

Operating within a complex and fast-paced environment, this position requires sound judgment, professionalism, and a consistent focus on delivering practical, long-term outcomes.

The Candidate

The ideal candidate is a respected and experienced leader with a strong foundation in municipal planning and community development. You are grounded in planning practice, with a demonstrated ability to guide land use decisions, manage growth, and integrate infrastructure planning in a municipal context.

You are a credible, people-centred leader who values collaboration and open, professional dialogue. You build trust through clear and direct communication and are confident making timely, well-informed decisions that balance competing priorities, risk, and long-term community impact.

You take ownership of complex issues and follow through on commitments. Politically aware and emotionally intelligent, you contribute effectively at the senior leadership level and foster a culture of accountability, professionalism, and public service.

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 salary range for this position is \$145,500 - \$179,100 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 APEX & LAPP

How do you apply?

Please submit your resume and cover letter to the email provided below, quoting competition #EDSOM-202607 by May 24, 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-202607

Applications will be reviewed on an ongoing basis, and interviews may be scheduled as suitable candidates apply.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. All applicants must be legally eligible to live and work in Canada.

This competition may remain open beyond the closing date if a suitable candidate is not identified.

Job Description

General

As a member of the Town's Senior Leadership Team, the General Manager, Infrastructure & Planning provides visionary, strategic leadership for the organization and the division. The General Manager is responsible and accountable for the provision of planning and development, capital project management, infrastructure and operations management, capital project planning, land development and asset management.

The General Manager supports and provides strategic advice to the Chief Administrative Officer (CAO) and Town Council and acts as a supporting liaison with regional stakeholders.

Primary Responsibilities and Authority

- Provide advice to the CAO and Elected Officials in the establishment of strategic objectives, policies, and programs for the delivery of municipal services.
- Analyze, review options, assess risks, provide advice, and make recommendations for the delivery of infrastructure, operations, services, and programs
- Provide technical assistance in all operational and capital projects, and advise on infrastructure issues as they arise.
- Work in collaboration with other Divisions to capture all infrastructure assets and provide life cycle cost analysis, condition assessments, and asset risk management for the Asset Management Plan.
- Work with other Town Departments to lead and oversee the land holdings of the Town including purchasing and disposal.
- Plan and implement Division Corporate Initiatives and policies as approved by Council.
- Oversee the preparation of procurement documents, the selection of contractors, and management of contracts.
- Liaise with external government agencies regarding relevant regulations, policies, and funding.



- Work in collaboration with other divisions as required, ensuring needs are met and policies adhered to and developing a coordinated approach to cooperative functions.
- Understand and comply with all relevant legal, regulatory, and policy parameters affecting the department.
- Perform additional related duties as assigned by the CAO.
- Manage personal professional development budget within established parameters.
- Serve in an assigned capacity in the Emergency Operations Centre during a disaster response.
- Serve as Acting CAO as assigned

Human Resources, Team Management, and Leadership

- Provide outstanding leadership by modeling the way, inspiring a shared vision, challenging the process, encouraging heart, and enabling others to act.
- Create a team environment that inspires hard work, dedication, collaboration, and excellence.
- Cultivate a working environment that embodies integrity, trust, and respect.
- Train, mentor, and support staff to ensure their success and professional growth, while delegating sufficient authority to enable independent and creative completion of assignments.
- Work with staff to recognize and support a balanced lifestyle.
- Manage challenging personal and interpersonal dynamics sensitively and respectfully; respond appropriately to reports of disrespectful conduct.
- In collaboration with Human Resources, manage the hiring, terms of employment, evaluation, discipline, and termination of employees.
- Provide recommendations to the CAO regarding the organizational structure and staffing of the Division.

Financial and Budgetary

- Oversee the preparation of annual departmental operating and capital budgets within the Division.
- Ensure that all procurement is completed in accordance with the approved budget, the Purchasing Policy, and other legal or policy requirements.
- Ensure fiscal responsibility and efficient revenue generation; pursue alternative funding sources (e.g. grants) wherever possible.
- Authorize purchases and accounts within assigned limits.

Health and Safety

- Comply with all Town policies, work procedures, rules, safety instructions, and relevant directives in the Alberta Occupational Health and Safety Act, Regulation, and Code.
- Promote health and safety initiatives within the department.
- Participate in workplace safety initiatives, including inspections and audits.
- Report all incidents, including near misses, to appropriate personnel.



Policy Development/Administration

- Develop and implement a long-range departmental planning framework by means of 3-year operational plans, 5-year capital plans, and Council-approved master plans.
- Establish and maintain effective policies/procedures for planning, operations, and engineering functions.
- Review, evaluate, research, and introduce new service levels/programs; remain abreast of legislative or other changes affecting the department, as well as industry best practices.
- Prepare reports for the CAO, Council, or other stakeholders under the Division.
- Aid in the development of the Town's Strategic Plan.
- Respect organizational and staff confidentiality.

Public Relations

- Foster positive and responsible working relationships with other government agencies, the private sector, community organizations, and residents.
- Identify and develop strategies and tangible engagement plans for building and enhancing effective relationships with stakeholders and public communication.

Qualifications

Core Competencies

- Refined leadership and motivational abilities.
- Creativity and innovativeness; ability to continually improve services and processes in the face of new circumstances, evolving priorities, and resource constraints.
- Advanced organizational skills; ability to handle a variety of complex projects/tasks with competing priorities and strict deadlines.
- Highly developed interpersonal, verbal, writing, and presentation skills.
- Knowledge of municipal infrastructure management, capital, and operations.
- Understanding of AutoCad, GIS, and Asset Management software and applications.
- Skills in financial planning, business analysis, and project management.
- Strong working knowledge of the MS Office suite.
- Ability to work flexible hours as required.

Job Requirements

- Eight to ten years of professional leadership experience at a senior level.
- Urban, Regional or Land Use Planning Degree
- A Professional Engineer (P.Eng.) designation with the Association of Professional Engineers and Geoscientists of Alberta (APEGA) is preferred. Accreditation as Certified Engineering Technologist (CET) with the Association of Science and Engineering Technology Professionals of Alberta (ASET) may also be considered. Certification as a Projects Manager Professional (PMP) through the Project Management Institute is preferred.



- Significant knowledge and experience in municipal operations, systems thinking, strategic planning, organizational processes and systems, government relations, policy analysis, facilitation and project management.
- Must have demonstrated skills in long-term planning, visioning, and budgeting.

Alternative combinations of education and experience which demonstrably provide the required knowledge and skills may be eligible in certain circumstances.