

Roads Coordinator

Position ID: J0726-0215

Job Title: Roads Coordinator

Job Type: Full Time

Department: Road Operations

Number Of Positions: 2

Min Salary: \$38.33/Hour

Max Salary: \$47.91/Hour

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together. We're proud to foster a workplace culture built on dedication, teamwork, and genuine care. Our commitment to creating a positive environment is reflected in our employee feedback from the 2025 Employee Engagement Survey, with 92.8% of employees saying they enjoy their work, and 92.6% feeling equipped with the resources they need to stay safe on the job.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

The Roads Department serves the public by providing the maintenance on a variety of transportation corridors (roadways and sidewalks) for safe and unimpeded movement in and around Airdrie. This includes snow and ice control, spring cleanup /street cleaning and traffic control management. In addition, the Common Services component of Roads coordinates safety orientation and equipment training through effective learning initiatives and field inspections for all municipal staff.

The Roads Coordinator assists in the prioritization and scheduling of roadwork projects, annual service delivery programs and quality control and assurances inspections that directly contribute to meeting or exceeding operational standards.

Responsibilities include:

- Work in collaboration with other Roads Coordinators, to ensure the deliveries of seasonal projects/programs are performed in the most efficient, cost-effective manner
- Coordinate, schedule, prioritize and oversee the day-to-day activities of operational crews
- Co-inspect with the Engineering department scheduled subdivision FAC and proof roll inspections
- Manage and resolve unexpected factors and conditions such as equipment breakdown, adverse weather conditions, work schedules and staffing shortages
- Address and follow-up with inquiries and concerns from residents
- Review and approve various material purchase orders
- Ensure compliance to all relevant safety legislation and regulations
- Provide necessary leadership, direction and communication, to foster team dynamics
- Assist the Roads Asset Management Specialist in the delivery of annual condition assessment and the scheduling of future roads infrastructure maintenance
- Ability to be flexible to backfill unexpected gaps when coordinator leadership is required to maintain operational efficiencies
- Duties and responsibilities outlined above are representative, but not all-inclusive

You Bring:

- High School Diploma or GED
- Diploma or degree in a technical (i.e., Civil Engineering Technology) or equivalent related discipline would be considered a definite asset
- Valid Class 5 Driver's Licence, (Class 3Q preferred)
- Equivalencies, based on demonstrated comparable skills and experience, may be considered (i.e., Public Works Supervisor Certification Level 1 and 2)
- A practical knowledge and background in all road maintenance activities with a minimum of five (5) years' experience in a municipal public works environment is required
- Minimum of three (3) years in a direct reporting supervisory or leadership role is a requirement
- Experience in computer software programs in a Windows and Microsoft Office environment is required (experience with Cityworks is a definite asset)
- Possess well-developed communication and interpersonal skills
- Passion for excellence, and enjoy working in a team environment

- Strong organizational and time management skills
- Demonstrated ability to handle a variety of complex projects/tasks with competing priorities in a result-based environment
- Demonstrated tact and diplomacy in order to establish effective working relationships with external and internal stakeholders

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, our employees also enjoy:

- Excellent health, dental, paramedical, and benefits plan
- Career development and tuition reimbursement
- Employee discounts, gym membership, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This position will require daily site inspections and field work follow-up in all weather conditions.

A key requirement of this position is the ability to work night shifts throughout the winter season (mid-October to mid-April) on a rotating schedule of seven (7) consecutive nights on, followed by seven (7) consecutive nights off.

This position will be an averaging schedule of 42 hours a week.

Please include a cover letter to accompany your resume.

Next Steps:

Candidates are invited to apply online on the City of Airdrie [Careers](#) page. We only accept resumes and additional application documents through our online recruitment system. In-person applications, email or other online forms will not be considered.

If you require an accommodation during any part of the application or hiring process, please contact us at careers@airdrie.ca and we will work with you to meet your needs.

The City of Airdrie is committed to fostering a workplace culture where belonging, equity, accessibility, and diversity are deeply ingrained into all parts of the City, where employees feel they belong, are treated with respect, and where everyone can thrive and contribute to the City's success.

Postings close at 10:00 PM MT (Mountain Time) on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.