

Roads Operations Coordinator

Parks & Public Works – Roads Section

Red Deer is Alberta's third largest city, a growing city built on entrepreneurialism, innovation and community spirit that drives who we are and what we do. We, as a city, are served by an innovative government, inspired by the people and businesses that live here, and filled with vibrant places and spaces for people to connect and community to thrive. Located halfway between Calgary and Edmonton, Red Deer is an active city rooted in an expansive park and is young and vibrant with a median age of under 35 years. With a diverse and resilient educated workforce, strong average family income, and ideal geographic location, Red Deer is a highly desirable place to live and do business and continues to grow.

Join Us as the First Roads Operations Coordinator

The Roads Section is seeking an innovative, collaborative, and results-oriented professional to join our team as our inaugural Roads Operations Coordinator. This newly created role offers a unique opportunity to help shape the future of Roads operations while making a lasting impact on the services that support our community every day.

The Opportunity

The City of Red Deer is recruiting for a permanent full-time Roads Operations Coordinator. As the first person in this role, you will have a unique opportunity to influence its development and contribute to the evolution of Roads operations across the organization.

Working closely with Roads leadership, field crews, contractors, utility companies, developers, and internal City departments, you will play a central role in improving how programs and projects are planned, coordinated, monitored, and delivered. Beyond day-to-day coordination, you will help establish and refine processes, develop best practices, strengthen data management and reporting, and identify opportunities to improve operational effectiveness and service delivery.

This position is ideal for a professional who enjoys building systems, streamlining workflows, solving complex challenges, and transforming ideas into practical, sustainable solutions. As the role continues to evolve, you will lead and support continuous improvement initiatives that enhance efficiency, accountability, and decision-making across the Roads Section.

You will have the opportunity to leave a lasting mark on how work is organized and delivered while helping ensure Red Deer's transportation infrastructure remains safe, reliable, and well maintained for residents and visitors alike.

We are seeking someone who is proactive, organized, relationship-focused, and driven by continuous improvement. If you are energized by collaboration, problem-solving, creating structure, and making meaningful contributions that have a visible impact on the community, we encourage you to apply.

Why This Role Matters

As the successful candidate, you will help shape the future of Roads operations by developing processes, supporting strategic initiatives, improving coordination across stakeholders, and driving operational excellence. Your contributions will directly support the delivery of high-quality services that residents depend on every day.

Top Key Responsibilities:

*Coordinate Roads Maintenance Programs; *Manage Infrastructure Reinstatement Activities; *Coordinate Multi-Stakeholder Work Activities; *Develop and Monitor Project Schedules; *Maintain Operational Records and Work Order Data; *Conduct Asset and Site Assessments; *Support Performance Reporting and Continuous Improvement; *Administer Procurement and Contract Activities; *Provide Construction Coordination and Quality Oversight; *Serve as a Primary Communication and Customer Service Contact.

As our preferred candidate, you will have:

- Diploma in Construction Management or Civil Engineering Technology, or related field. *Other combinations of education and experience may be considered.
- Project Management Certification will be considered an asset.
- Four (4) years of progressive experience in municipal public works, operations coordination, administrative support in an infrastructure environment.
- Direct experience in road-right-of-way construction and maintenance preferred.
- Must maintain all safety courses as determined by the City.
- Strong knowledge of road maintenance practices, construction terminology, winter operations, and municipal government processes.
- Valid Class 5 Alberta driver's license with an acceptable driving record.

What we offer:

In addition to the very competitive salary of $46.19 to $48.62 and an excellent benefits package; we offer a great work environment with a dynamic and dedicated team of professionals. If you think this is the job for you; come build your career with The City of Red Deer.

THE CITY OF Red Deer

We welcome applications until December 6, 2026

For further information or to apply, please visit our website at www.reddeer.ca/careers

Applicants not contacted are thanked for their interest.