



**TOWN OF WHITECOURT
CAREER OPPORTUNITY
DIRECTOR OF INFRASTRUCTURE
JOB #24-011**

Located only ninety minutes from Edmonton with a population of approximately 10,000, Whitecourt is a prosperous and fast growing community in central Alberta. Surrounded by beautiful forests and the scenic Athabasca and McLeod Rivers, it is a haven for outdoor recreation. Whitecourt also offers modern recreation facilities and amenities that are comparable to those found in large urban centers. You'll find a range of recreational and social opportunities for every member of your family making Whitecourt a great place to live, work, and play. For more information on Whitecourt visit www.whitecourt.ca.

The Town currently has an exciting opportunity for a highly motivated individual to assume the position of Director of Infrastructure. Reporting to the Chief Administrative Officer, the Director is an integral part of our senior management team. The individual we are seeking has an open, honest, and consistent approach to working with elected officials, staff, residents, and the business community. The role also requires exceptional leadership skills that will foster the encouragement of people and teams to deliver high-quality programs and services to our residents.

Duties

The Director of Infrastructure is responsible to coordinate the development of new municipal infrastructure while ensuring that existing public assets are maintained in excellent condition. The Infrastructure Department includes the divisions of Utilities, Public Works, Parks and Open Spaces, and Engineering Services. This position will:

- Provide leadership, guidance, mentorship, and support to the Infrastructure Department. Oversee all hiring, promoting, succession planning, goal setting, information sharing, training, and performance evaluation.
- Develop policies, procedures and programs for the effective accomplishment of approved objectives of the department.
- Be responsible for the preparation and management of the Department's annual capital and operating budgets. Monitor, control, and authorize spending in accordance with the approved budget, purchasing policy, and other legal requirements.
- Determine all staffing, equipment, material, and contractor resources required for the Department's capital projects as well as those required to sustain its operational service levels established by Council.
- Participate in the development and implementation of the Town's Asset Management and 20-year Capital and Major Maintenance Plans. Provide estimates, cost/benefit evaluation, and risk management analysis when prioritizing capital planning and asset renewal program recommendations.
- Manage and coordinate complex initiatives and special projects as well provide technical review, advise, and expertise on a variety of infrastructure related projects.
- Act as a resource to the Whitecourt Solid Waste Management Authority.

Qualifications

The strategic leadership of the Director is vital to the development and coordination of sustainable infrastructure for our rapidly growing municipality. The successful candidate will possess the following qualifications:

- Registered Professional Engineer in good standing with Association of Professional Engineers and Geoscientists of Alberta (APEGA). Equivalent experience in a related position would be considered.
- Formal academic qualifications (degree or diploma) in the fields of Local Government Administration or Business Administration would be an asset.
- Minimum of 5 years in capital projects, development/municipal engineering or other infrastructure related experience (preferably in a municipal setting).
- A minimum of three years of experience in a supervisory and/or management role (preferably in a municipal setting).
- The ability to communicate both verbally and in written form; with strong presentation skills.
- Excellent interpersonal and professional skills in dealing with public, staff and external agencies.
- Proven ability to direct and manage staff in a positive manner with a focus on a team culture.
- Familiarity with municipal, provincial, and federal legislations, regulations, standards, and guidelines as well as all regulating bodies and agencies relevant to this role.
- Sound budgeting and business planning skills.

Compensation

The Town of Whitecourt offers a progressive working environment, comprehensive benefits and pension plans.

The salary range for this position is currently \$143,758 to \$174,904 per year.

The successful applicant will be required to pass a pre-employment physical and criminal record check, and provide a clean driver's abstract, prior to being hired.

Interested individuals are invited to forward their resumes in confidence to the address listed below prior to **12:00 Noon, Friday, February 23, 2024**.

Attn: HR/Payroll Clerk
Re: Job # 24-011
Box 509, 5004-52 Ave.
Whitecourt, AB T7S 1N6
Fax: 780-778-5179
Email: hr@whitecourt.ca

We thank all applicants for their interest, however only those who are selected for an interview will be contacted further.