



CONTRACT MANAGER

Full-Time / Permanent

Located in the heart of Central Alberta, Red Deer County provides a wonderful mix of rural and urban amenities. Over 97% of County residents report high satisfaction with their quality of life, making Red Deer County a great destination for both living and working.

Red Deer County is a great place to work! It is much more than just a job to go to. It is a place where everyone plays an important role. At Red Deer County, we believe that mutual trust and respect, shared responsibility, and open communication are essential characteristics for creating personal success within a first class working environment.

Red Deer County has a permanent, full-time position for a dynamic and highly motivated **CONTRACT MANAGER** to supplement our ongoing focus in the delivery of customer service excellence.

Key Responsibilities

Reporting to the Engineering Manager, this supervisory position is responsible for the monitoring of infrastructure, the issuance of applicable work orders to ensure that proper maintenance (through the use of contractors) is undertaken, and that work performed by the contract(s) meets or exceeds County and contractual expectations.

Detailed duties of the Contract Manager position include, but are not limited to:

- Assist the Engineering Manager in addressing requests and/or inquiries received from customers for work to be completed in hamlets, subdivisions, road maintenance, back sloping, drainage, dust control, culverts, approaches, and other work that requires attention.
- Manager, supervise, and mentor the Maintenance Coordinator position(s).
- Approve contractor activities, program schedules, and provides direction as required. Ensure that activity and program schedules are successfully met and that the quality of workmanship and customer services completed by a contractor meet and/or exceed expectations and contractual obligations.
- Ensure that all contractors in the performance of their duties and tasks follow proper safety procedures.
- Maintain a supporting relationship with other government operations, municipalities, and special interest groups.
- Provide technical assistance in the review of development issues.
- Ensure effective communication with all parties through participating in regular meetings, correspondence, and appropriate reports. Also ensure the quality of reports, records, and documentation meets expectations.
- Assist when required in matters pertaining to Road Use Permits and Agreements.
- Provide technical assistance, budgetary support, and information required for the County's short and long term plans with respect to service delivery and roadway management.
- When required, respond to emergency situations (within the scope of the position), such as floods or other emergency situations.
- Understand and adhere to the policies, principles and practices of OH&S legislation, and the County's requirements, as these obligations pertain to this role.
- Undertake other tasks and responsibilities as required within the scope of the position.

Qualifications

- Certified Engineering Technologist designation with a minimum of eight (8) to ten (10) years' experience in the area of general construction and road building/maintenance. A combination of education and experience may be considered.
- Proven supervisory and management skills.
- Strong communication and interpersonal skills.
- Solid organizational and customer service skills.
- Ability to work independently with minimal supervision.
- Familiarity with the use of basic surveying and related equipment (i.e. level and rod).
- Proficient with MS Office applications, such as MS Outlook, MS Word, and MS Excel.
- Ability to perform in a fast-paced, multi-tasking, and deadline oriented environment.
- Valid Class 5 drivers' license with an acceptable drivers' abstract.
- Acceptable Criminal Records Check.
- Experience within a local government environment is considered an asset.

Additional Information

This is a permanent, full-time position. Red Deer County offers a competitive compensation package, learning opportunities, and work hours that enable a superior work-life balance.

Qualified parties are requested to submit a detailed resume and cover letter to the Human Resources Department no later than **4:30 p.m., Friday, July 2nd 2021** to:

Jennifer Dennis - Human Resources Coordinator
Red Deer County Centre
38106 Range Road 275
Red Deer County, AB T4S 2L9
jdennis@rdcounty.ca

We thank all applicants for their interest; however, only those invited for an interview will be contacted.