



## **Career Opportunity**

### **Public Works (PW) Construction Coordinator**

Lethbridge County is recruiting for a Public Works Construction Coordinator. Under the leadership of the Director of Public Operations, the PW Construction Coordinator is responsible for the supervision, planning and scheduling of road construction projects within the annual operational budgets with internal staff resources. This position must ensure compliance with Federal and Provincial legislation as well as all County Policy's and Procedures.

Responsibilities will include managing the development, planning, operational construction, proactive maintenance, and repair of all operational infrastructure; this includes road network, associated infrastructure, signs or other projects as assigned. Reviewing internally with municipal staff all design and construction requirements for major infrastructure projects to coordinate use of necessary municipal resources and the establishment of work priorities. Managing the Public Works Construction Lead Hand in operational projects to meet schedules and work forecasts.

#### Education, Training and Skills Required

- Certificate or designation as a Certified Engineering Technologist in good standing with the Association of Science and Engineering Technology Professionals of Alberta.
- Ability to provide strong leadership and supervision in a fast-paced and dynamic environment by prioritizing, scheduling, and budgeting based on corporate goals and strategies.
- A minimum of five (5) years of related experience in construction project management; knowledge of principles and procedures of road construction and repairs, preferably in a rural municipal setting.
- Excellent communication and interpersonal skills and the ability to effectively communicate technical concepts to broad audiences.
- Extensive experience in on-site problem solving and solution creation for infrastructure challenges.
- Excellent interpersonal and collaborative skills, ability to communicate both with written and verbal skills.
- Strong understanding of the principles and practices of public administration, including budgeting, purchasing and the maintenance of public records.
- Knowledge of Federal and Provincial Legislation and Regulations.
- Strong knowledge of Windows, AutoCAD, Civil 3D, GIS, MS Office.

If you have the qualifications and believe this could be the perfect opportunity for you, please apply by sending your cover letter, resume and 5-year drivers abstract to Human Resources no later than **4pm on Monday September 14, 2020**. Shortlisted candidates may participate in pre-employment screening to validate skills and will be required to provide satisfactory criminal record check.

Lethbridge County offers competitive pay, benefits, and LAPP pension plan in addition to professional development opportunities, employee wellness programs and a supportive team environment.

Applications can be submitted by email or in person at the Lethbridge administration office.

Lethbridge County, Human Resources  
#100, 905 - 4th Avenue South, Lethbridge, Alberta T1J 4E4

Email: [hr@lethcounty.ca](mailto:hr@lethcounty.ca) Website: [lethcounty.ca](http://lethcounty.ca)

Please submit digital applications by email in PDF format.

*Lethbridge County thanks all applicants for their interest, however, only those selected for an interview will be contacted.*