



**CAMROSE COUNTY PUBLIC WORKS
GRAVEL & DRAINAGE SUPERINTENDENT**

Camrose County is seeking a positive, motivated, dynamic, and experienced individual to join the Public Works team in a Gravel & Drainage Superintendent role. Reporting to the Manager of Public Works, the successful candidate will supervise and provide expertise on a variety of Camrose County operations and projects in relation to aggregate production and distribution as well as drainage for rural roads. In addition to the qualifications below, applicants should have the ability to multi-task several projects, work effectively with co-workers and the public, and communicate in a clear, concise, and effective manner both orally, and in written correspondence.

Primary Duties and Responsibilities:

- Oversee all gravel related operations, including gravel exploration, crushing, hauling, planning
- Oversee all drainage related operations on rural roads, including culvert installation and management, ditching works, crew coordination
- Submit annual Capital and Operational budgetary information
- Ensure Camrose County projects and operations are aligned with regulatory authorities
- Prepare and review tender or request for proposal documents
- Review, develop, and provide expertise with regards to Public Works operations and policies
- Communicate and coordinate with external stakeholders in varying capacities
- Survey gravel pits, stockpiles, drainage profiles or as otherwise needed for planning or volumes calculations
- Prepare information that may be presented to Council as it applies to operations and projects being overseen.

Qualifications:

- Experience in supervising staff for effective and efficient coordination of work
- Experience and practical knowledge as it relates to gravel crushing, gravel exploration, earthworks, culvert installation, grading projects, or other rural road works
- Experience with environmental applications, tender processes, first call and crossing agreement applications, and gravel volumes calculations, as well as other administrative functions is required
- Strong competency with computers. Knowledge of AutoCAD Civil3D and Microsoft Office Programs are an asset
- Valid class 5 Driver's license
- Minimum GED, but applicable formalized technical training would be beneficial.

Position: Full-time, paid vacation, benefits, local authority pension plan
Hours of Work: 35-hour standard week (Monday-Friday) with overtime as necessary
Salary: Based on skills and experience – provide salary expectations with application
Closing Date/Time: April 30, 2019 or until a suitable candidate is found

Interested candidates should submit a cover letter, resume, and salary expectations to:

Camrose County
Zach Mazure, Manager of Public Works
3755 43 Avenue
Camrose, AB T4V 3S8
zmazure@county.camrose.ab.ca

While consideration will be given to all applicants, only those selected for an interview will be contacted.