



## County of Forty Mile No. 8 Job Posting

### Infrastructure Manager

**Position:** Infrastructure Manager  
**Department:** Operations  
**Job Type:** Permanent, Full Time  
**Location:** Foremost, Alberta

#### Our Community

The County of Forty Mile No. 8 (the County) is a forward-looking rural community in southeastern Alberta. Consisting of expansive prairie, thriving farms, ranches, and small urban centres, it blends traditional rural values with modern amenities. Our mission is to provide a strong, supportive community to residents, agriculture, and industry through quality services, responsible action, and development.

#### The Opportunity

Reporting to the Municipal Supervisor, the Infrastructure Manager is expected to play an instrumental role in the day-to-day operations of the County's Operations Division, which consists of the Agriculture, Public Works, and Utilities Departments and the 40 Mile Park. Primarily, however, the Infrastructure Manager will support the Public Works Department in ensuring the County's 3000-kilometre (km) network of gravel and oil roads is in a good state of repair at all times and the County's fleet of vehicles and equipment are operating safely and efficiently.

The Infrastructure Manager will also be responsible for delivering a few (less than 5 annually) engineering projects, directing contractors and/or consultants, and engaging with various stakeholders. When managing infrastructure projects, the role may involve technical design, preparation of specifications, cost estimates, tender documents, and contract administration. The incumbent will supervise, direct, and motivate Unionized County employees to achieve individual, departmental, and the County's Strategic Plan objectives.

#### About You

You are a team player and a relationship-builder who promotes a safe, collaborative, and professional work environment. You must be committed to public service, continuous improvement, and supporting the County's vision of a vibrant and spirited community. If you can think critically, solve problems, plan strategically, adapt quickly, and are committed to getting the job done, you will enjoy working at the County. The

County is committed to providing a fair, inclusive, and respectful work environment to its employees.

**Compensation:** The County offers a competitive salary, a defined benefit pension through the Local Authorities Pension Plan (LAPP), a modified/compressed work schedule, and a number of other benefits, which will be discussed with the candidates selected for an interview.

Interested applicants are invited to submit their resume along with a cover letter to: [info@fortymile.ab.ca](mailto:info@fortymile.ab.ca)

The position will remain open until a suitable candidate is found. We thank all applicants for their interest; however, only those invited for an interview will be personally contacted.

## Primary Duties and Responsibilities

1. Support the day-to-day operations of the County's Operations Division by efficiently and effectively coordinating the workforce and equipment to manage the operations, maintenance, rehabilitation, and construction of County infrastructure and assets;
2. Develop, implement, and monitor the short-term and long-term work plans for the Public Works Department, ensuring alignment with department goals and standards, County's Strategic Plan, and compliance with applicable Provincial and Federal legislation;
3. Undertake inspection, maintenance, and rehabilitation activities in accordance with best engineering practices and established County policies and procedures; ensure required resources are available when needed and proper resource allocation;
4. Draft and/or review and approve Terms of Reference (TOR), Request for Proposal (RFP), TAS (Traffic Accommodation Strategy), Environmental Construction Operations (ECO) plan, construction specifications and tender documents for infrastructure-related projects;
5. Review and investigate Planning & Development Department referrals and ensure compliance with County's policies, standards, and guidelines; conduct site inspections and coordinate with the Enforcement Department to address non-compliance;
6. Manage the administration of Road Use Agreements (RUAs); review project proponents' engineering drawings and compliance with Development Permit conditions for private projects being developed within the County;
7. Ensure consistent application of engineering standards, best practices, and County policies, practices, procedures; recommend updates on methods, standards, criteria, and specifications when required;
8. Support the planning, development, and/or management of the County's Asset Management Program; assist with the preparation of the 10-Year Capital Program and Budget for asset rehabilitation and replacement, including the analysis and prioritization of needs, pricing trends, and development of unit costs for budget purposes;
9. Coordinate shop operations and fleet maintenance needs using mechanics and equipment; contribute information and advice on tender specifications for acquisition, equipping, and accessorizing of municipal vehicles and equipment; acquire goods and services in accordance with County's purchasing policies and value-for-money principles;

10. Provide input into the establishment of Public Works Department goals, objectives, plans, policies and budgets; assist in developing, recommending and administering procedures, programs, systems and standards;
11. Interact with the public, receive and investigate infrastructure-related enquiries/complaints, and carry out appropriate action(s) within established departmental and County policies to ensure satisfactory resolutions;
12. Write staff reports and assist others in preparing reports and presentations to Council; complete special projects as assigned by the Municipal Supervisor;
13. Participate in employee recruitment and selection, collective agreement administration and performance management; provide input into discipline and termination decisions;
14. Supervise, direct, and motivate employees towards individual, department and County goals; lead, coach, mentor and develop staff through leadership, supervisory, and technical training; ensure staff adhere to workplace conduct standards;
15. Organize and schedule work; assign, monitor, and direct work crews; ensure staff are familiar with all aspects of infrastructure, equipment, and facilities. perform payroll/personnel-related functions, including but not limited to the preparation and processing of work schedules, time sheets, attendance reports, vacation schedules, etc.;
16. Work in compliance with the Alberta Occupational Health and Safety Act, Regulation, and Code, other applicable legislation, best practices, and County policies/procedures/practices, and operational guidelines;
17. Ensure staff are knowledgeable of applicable occupational health and safety legislation, operate and handle equipment and materials safely, utilize safe work practices, and are trained to act appropriately in emergency situations; and
18. Ensure that required occupational health and safety information is available in writing to employees and that necessary reports/follow-up to incidents or near misses are completed and documented.

### **Required Qualifications, Skills, Competencies, and Abilities**

1. Bachelor's degree in Civil Engineering, post-secondary diploma in Civil Engineering Technology or graduation from another related engineering or applied science program. Candidates without post-secondary education but with extensive relevant work experience will be considered and are encouraged to apply.

2. A minimum of seven (7) years of progressively responsible municipal experience pertaining to the planning and management of transportation infrastructure and three (3) years of supervisory experience;
3. At minimum, a valid Class 5 Driver's License issued in Alberta or another jurisdiction in Canada. A valid driver's license must be maintained at all times and is a condition of employment. A Driver's Abstract and a Criminal Record Check, both of which must be acceptable to the County, will be required prior to start of employment;
4. At all times, must exhibit: respectful and professional behavior towards direct reports, colleagues, supervisors, and the public; integrity, honesty, and fidelity to the County and in the work performed; respect for authority; utmost regard for the County's interests and reputation;
5. Strong interpersonal skills and the ability to build and maintain effective working relationships; skilled in dealing openly, tactfully, and sensitively in a variety of situations;
6. Ability to successfully lead a team and work collaboratively; deal effectively with disagreements and prevent escalation of conflicts;
7. Capacity to supervise, coach, and guide others while enhancing individual and team effectiveness; ability to mentor and foster the development of direct reports;
8. Proven ability to use judgement to resolve multifaceted problems; seek solutions in alignment with the County policies, objectives, and interests;
9. Extensive technical expertise and thorough knowledge of municipal infrastructure and road construction and maintenance practices; ability to effectively manage capital projects including an understanding of design and construction principles and methods;
10. Proven contract administration and project management skills and exceptional attention to detail that includes troubleshooting and the capability to resolve contractual issues; ability to develop, evaluate, and administer procurement processes and contracts and the possession of knowledge of law relating to contracts and tendering;
11. Ability to prepare clear written reports with recommendations supported by objective analysis;
12. Ability to present technical advice in a manner that is understandable to people who are not subject matter experts and to answer questions from members of Council or the public;
13. Excellent customer service delivery when dealing with members of the public; ability

to deal with others with professionalism, courtesy, and tact, while maintaining independence and objectivity;

14. Must maintain high level of professionalism and accountability; provide and maintain confidentiality and security of all County information and property;
15. Thorough knowledge of Alberta occupational health and safety legislation and occupational health and safety practices and standards, preferably in the public sector; and
16. Proficient in the use of Microsoft Windows and Office applications.

### **Work Environment and Physical Demands**

The work environment and physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job and may not be limited to:

1. Working indoors in an office environment and outdoors in the field performing site visits and inspections, overseeing work, and meeting stakeholders;
2. Office work may involve prolonged and extensive use of a computer, telephone or other office equipment while being sedentary;
3. Sitting for long periods of time and using hands and fingers repetitively in the operation of office equipment; close visual acuity to view a computer monitor and review documents and reports;
4. Outdoor working conditions involve exposure to inclement weather, including walking in/on dry, wet, icy, dusty and uneven ground conditions; exposure to noise, dust, fumes, noxious odors, gases, mechanical and electrical hazards, insects and wildlife;
5. When performing field work, stooping, kneeling, crouching, twisting/turning and reaching; bending at the waist; ability to sit, stand, and walk for prolonged periods of time;
6. Extensive use and operation of a County-owned vehicle for travel throughout the County, attendance at meetings out of town, and occasional overnight travel to other parts of the Province; and
7. Exposure to public criticism, in-person and via electronic means; and
8. Working alone.

*This job description is only a summary of the typical functions of the position, not an exhaustive or comprehensive list of all possible duties, responsibilities, and tasks. The County reserves the right to add to, alter, or modify the duties, responsibilities, and tasks of this position at any time without notice.*