



## CONSTRUCTION & MAINTENANCE COORDINATOR

### Utilities

*Centrally located between Alberta's two largest cities with over 100km of beautiful trails within Red Deer City Limits our City has a lot to offer. The City of Red Deer is always on the hunt for talented and success driven people. We are always seeking creative and skilled individuals with the ability and desire to lead in our dynamic workplace.*

#### The Opportunity:

The City of Red Deer is currently recruiting for a **Construction & Maintenance Coordinator**. The Construction and Maintenance Coordinator is responsible for the planning, coordinating, estimating, and scheduling of construction work and equipment maintenance. This will include completion of work plans and design drawings, inspection of work areas, as well as creation and maintenance of a dynamic work scheduling system. Coordination and communication with private property owners, external utilities owners, development community, interdepartmental asset owners and operations staff is essential for coordination of construction projects.

#### As our preferred candidate, you will have:

- Grade 12 or equivalent
- Diploma in a Civil Engineering Technology program
- Project Management certification
- 4 years' experience in work planning and dynamic scheduling.
  - Direct experience in underground utility infrastructure construction preferred.
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  - Direct experience in municipal engineering principles and procedures, and practical knowledge of material and methods used in underground water and wastewater utility construction preferred.

*Note: An equivalent combination of education, experience and competencies may be considered*

- Strong computer aptitude including demonstrated proficiency with drafting, word processing and spreadsheet software (Microsoft's O365). Skill in the use of the following software systems is considered an asset: ESRI's product set including ArcGIS Pro and Enterprise and Hansen/Infor/Hexagon Work Management System.
- Must pass and maintain Hazard Assessment, Supervisory Ground Disturbance, WHMIS, First Aid, Driver Training and other courses as determined by the City.
- Valid Class 5 Alberta drivers' license with acceptable driving record.
- Maintaining strict confidentiality of 3rd party proprietary utility information, property owner information, and ethical decision making on public/private utility ownership.
- Ability to establish and maintain effective working relationships with internal staff, developers, customers, outside vendors, contractors, and consultants.
- Must have the ability to work in a demanding and frequently stressful environment, requiring high levels of concentration, consisting of constantly changing project priorities with tight deadlines.
- Must be self-motivated to work independently and work effectively in a team environment.
- Must have strong planning, organizational, analytical, and problem-solving skills.
- Must take initiative to direct self-development, staying current with applicable technologies.
- Excellent written and verbal communication skills.
- Ability to work safe in accordance with City policies and procedures, applicable Occupational Health & Safety guidelines, and legislations.
- Maintain a current understanding of The City's Design Guidelines, Contract and Construction Specifications and relevant product specifications.
- Maintain knowledge and understanding of the Municipal Government Act.

#### What we offer:

In addition to the competitive hourly rate of \$41.86 to \$44.07 per hour and an excellent benefit package, we offer a great work environment with a dynamic and dedicated team of professionals. If you like what you have read and think this is the job for you; come build your career with The City of Red Deer. We are committed to a healthy, vibrant, and sustainable community. Our employees are the cornerstone of our organization and working with us will provide you with the opportunity to work in an ever-growing environment and to work with an awesome group of people.



**We welcome applications until April 28, 2024**

**For a detailed job description and to apply, please visit**

[www.reddeer.ca/careers](http://www.reddeer.ca/careers)

*Applicants not contacted are thanked for their interest.*