



EMPLOYMENT OPPORTUNITY

Water/Wastewater Operations Strategist

Who WE Are

The Town of Crossfield, located just 30 minutes north of Calgary and 15 minutes from Airdrie, is a fast-growing, vibrant community with a population of over 4,200 residents. As a mid-sized town, Crossfield offers the perfect blend of small-town charm and access to big-city amenities, making it an ideal place to live and work. Our progressive, collaborative work environment is built on teamwork, innovation, and a shared commitment to enhancing the quality of life for our residents. Join us in helping shape the future of Crossfield as we continue to grow and thrive.

YOUR Opportunity

The Town of Crossfield is a vibrant and growing community, committed to providing top-notch services to our residents. We are dedicated to delivering sustainable solutions for our water and wastewater systems and are looking for a dynamic individual to join our team as a Water/Wastewater Operations Strategist. This is an exciting opportunity to play a key role in shaping the future of our utility services and ensuring the safety and sustainability of our community's water infrastructure.

YOUR Essential Functions

Water/Wastewater Operations:

- Assist the Water/Wastewater Lead Operator in the operation and maintenance of the Town water distribution, wastewater collection system, and wastewater treatment system (lagoons).
- Conduct service checks and perform housekeeping duties of the water reservoir and sanitary lift stations, as well as regular flushing of hydrants, valve checks, and curb stop operations as directed.
- Conduct regular and scheduled repairs, inspections, maintenance, sampling, and reporting for all water and wastewater systems.
- Work with the Water/Wastewater Lead Operator to develop, implement, and manage annual inspection programs to support asset management.

Project Management and Infrastructure Planning:

- Work collaboratively with the Director of Infrastructure and Community Growth and the Water/Wastewater Lead Operator to lead project management and infrastructure planning tasks.
- Assist in the preparation of operating and capital budgets including future forecasting.
- Develop, manage, and implement plans and processes to improve facility operations.
- Develop specifications and bid documents for department maintenance and construction projects.
- Oversee capital and operating projects within the department.

Other Duties:

- Assist the Operations department from time to time in performing winter street maintenance, including but not limited to snow plowing, street sanding, and sidewalk/pathway snow removal per the Town's current snow removal policies.
- Participate in the on-call rotation for the Water/Wastewater department.
- Stay current on all water and wastewater regulations, standards, procedures, and safe work practices.
- Perform other related duties assigned by the Director of Infrastructure and Community Growth.

What YOU Bring

Education & Experience:

- Grade 12 education or equivalent (GED).
- Current Level II Water Distribution Operator Certification;
- Current Level I Wastewater Treatment Certification;
- Current Level II Wastewater Collection Operator Certification;
- Three (3) years of related experience in water distribution and wastewater collection.
- Proficiency with Microsoft Office Suite including word and excel.
- Must possess a valid Province of Alberta driver's license with Class 5 and provide a current 3-year driver's abstract.
- Considerable knowledge of municipal water and wastewater legislation, regulations, policies, construction, maintenance, and ongoing operations.
- Experience with infrastructure planning and management of capital projects.

Skills & Abilities:

- Demonstrate initiative and the ability to effectively organize work and establish priorities.
- Capability in contract and project management, including the ability to prioritize tasks, manage competing deadlines, and work independently or as part of a team.
- Skilled in following written and oral directions effectively.
- Ability to establish and maintain a high degree of public relations to deliver quality customer service.
- Strong analytical, research, and problem-solving skills, with the ability to interpret and apply technical data to infrastructure decisions.
- Exceptional interpersonal skills to foster collaboration across departments and with external partners.
- Proficiency in maintaining confidentiality when handling sensitive internal and external information.
- Ability to work outdoors in varying weather conditions while standing, walking, or moving for extended periods.
- Commitment to fostering a safe and inclusive workplace.

What WE Provide

This is a full-time position (40-hour work week) Monday to Friday; some evenings and weekends may be required. The Town of Crossfield offers a competitive wage, pension plan, excellent benefits package, and a supportive team environment.

Join the Town of Crossfield and be an integral part of a dedicated and community-focused team!

How to Apply:

Interested candidates are invited to submit their resume and cover letter to:

Human Resources
Town of Crossfield
Box 500, Crossfield, Alberta T0M 0S0

Email: hr@crossfieldalberta.com

The position will remain open until **February 28, 2025**. Please note that all applicants must be legally entitled to work in Canada. We thank all applicants for their interest; however, only those selected for an interview will be contacted.