



## 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](mailto:hr@crossfieldalberta.com)

The position will remain open until a suitable candidate is found. 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.