

Highlights of the job

EPCOR's Commercial Services group is hiring a **Manager, Evan Thomas & Southern Alberta Maintenance [Full Time Permanent]** to join the Commercial Operations team working out of Kananaskis Wastewater Treatment Plant (WWTP) location. This opportunity is open to internal and external candidates. Current EPCOR Employees please ensure that you are using your “@epcor.com” email address.

Reporting to the Senior Manager, Commercial Operations, this position is accountable for supporting financial reporting of Evan Thomas and Southern Alberta Maintenance operations which includes budgeting, forecasting, and long-term strategic planning for North American Commercial Services (NACS). You will also support business development activities when needed.

Commercial Operations is comprised of 13 operational areas in Western Canada (excluding Edmonton), and you will be a part of a bigger operations team. As the Manager, Evan Thomas & Southern Alberta Maintenance (SAM), you will be accountable for the performance of two operational teams. In Evan Thomas (ET), you will be responsible for a team of four (4) Level III Operators at the Wastewater Treatment Plant. Waste Treatment, Distribution and Collection (D&C) facilities within ET's recreational areas. The SAM team comprises of 4 Tradespeople, and you will manage the preventative and maintenance programs for [Strathmore, Chestermere, Canmore, Kananaskis and Harmony] sites utilizing a proprietary preventative maintenance tracking program.

The ideal candidate should possess strong managerial or supervisory skills and the ability to foster a climate of trust and mutual respect with internal and external stakeholders. Success in this role requires excellent financial and business acumen, strong project management expertise, hands-on engineering and utility management experience, and well-rounded in regulatory and contract compliance.

What you'd be responsible for

Commercial Operations & Business Development:

- Providing input and ensuring effective implementation of Commercial Operations plans and directions.
- Supporting business development initiatives through financial analysis and projections.

Project Management

- Managing small-scale projects from initiation to closeout with the support of the Capital Projects delivery team to plan and implement the medium – large scale projects and managing capital programs.

Operations & Maintenance Budget:

- Collaborating with Finance to create budget projections, approve expenses, and purchase specialized safety equipment and tools.
- Developing and monitoring operational and capital budget plans, ensuring various sites or plants meet or exceed yearly targets.

Client, Contracts & Regulatory Management:

- Ensuring all parameters of the environment approvals are met in alignment to the Alberta Environment and Parks (AEP) guidelines.
- Developing strategies and plans to maintain and expand client relationships and satisfaction.
- Engaging in commercial negotiations for contract renewals and new agreements with various clients and stakeholders.
- Managing contracts and deliverables, including reporting, client meetings, and achieving financial requirements.

Operational Improvements, Incident and Change Management:

- Overseeing the optimization of annual Preventative Maintenance plans for Southern Alberta Commercial sites.
- Attending monthly Management of Change (MOC) meetings for various Southern Alberta Commercial sites as well as developing and implementing operational, system, and process improvements.
- Participating in monthly Incident Management Meetings and addressing SAM-related incidents.

Work Requests, Adhoc Reviews and Reporting:

- Managing work requests through the IVARA maintenance management system.
- Reviewing weekly work plans, training status, and KPIs with the Evan Thomas & SAM team including providing monthly status reports on Preventative Maintenance tasks and time allocation to Southern Alberta Commercial sites.
- Ensuring the delivery of optimal results and report against performance metrics such as regulatory compliance, financial performance, employee growth and retention, operational excellence, contractual performance, safety, public health, environmental performance, and customer satisfaction.

Team Management:

- Managing the technical staff at our Evan Thomas (ET) & Southern Alberta Maintenance (SAM) locations, including recruitment, retention, development, approving vacation schedules, setting yearly goals, and conducting performance reviews.

What's required to be successful

- Completion of post-secondary degree from a recognized educational institute in engineering or related discipline.
 - A PMP certification would be considered an asset.
- Experience that includes:
 - 7+ years of experience in utility management or contract administration in an industrial or municipal environment coupled with 5 years of team leadership experience.
 - Operations, maintenance and capital budget management.
 - Maintenance, management and site operations.
 - Expertise in operational improvements and process optimization.
- Technical know-how of the municipal water and wastewater business operations and processes including regulatory standards and compliance.
- Solid understanding of budget management and financial performance.
- Proficient in using asset management software IVARA, SAP or similar and using SCADA control systems.

- Solid background in the Health, Safety and the Environmental performance (HS&E) guidelines as it applies to water, wastewater and watershed protection is an asset.
- Strong communication (verbal and written), problem solving, client and team management skills.
- Able to demonstrate a strong drive for results; can collaborate, work with and manage a diverse team of operators.
 - A safety advocate with an unwavering commitment to safe work practices, quality service and excellence.
- Must have a valid Alberta Class 5 Motor Vehicle Operator's License
 - *Clean driving record.*
 - *Ability to qualify for and maintain a valid EPCOR driver's permit.*
 - *A 5-year Commercial Drivers Abstract may be required at the time of hire.*
 - *We are not accepting drivers with a GDL license.*
- Adept in Microsoft applications (Outlook, Excel, Power Point etc.). Knowledge and application of data visualization and management systems such as Power BI and HACH Water Information Management System (WIMS) is an asset.

Health and safety are integral to EPCOR's work, and we strive to maintain a zero-injury organizational culture. As the successful candidate, you possess a high level of safety awareness and will be required to actively participate in safety and other job-related training. You also foster a respectful work environment where ideas are challenged, and people feel trusted and safe.

Other important facts about this job

Jurisdiction: MGMT

Hours of Work: 80 hours biweekly

Application deadline: April 21, 2025

EPCOR Employees: Please ensure that you are using your "[@epcor.com](mailto:)" email address.

Working Location: The ideal candidate will be required to reside near Kananaskis or surrounding areas within 1-hour close proximity to Kananaskis.

Working Hours: 50% of working hours will be spent working at Kananaskis while the other 50% will be split across working at Southern Alberta Maintenance (SAM) sites.

Relocation: EPCOR may provide relocation assistance for the successful candidate and is based on the candidates' requirements and meeting the eligibility requirements as outlined in EPCOR's Relocation guide. Please note that the relocation lump sum is paid out in two installments – 25% on your first paycheck (following CRA guidelines) and the remaining 75% of the relocation lump sum amount, payable upon Payroll's receipt of the employee's proof of relocation in the form of a government-issued ID with the employee's name and updated address.

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Please note the following information:

- A requirement of working for EPCOR is that you are at least 18 years of age, successfully attained a high school diploma (GED, or equivalent level of secondary education) and legally entitled to work in Canada. (A copy of a valid work permit may be required.)
- If you are considered for the position, clearance on all applicable background checks (which may include criminal, identity, educational, and/or credit) and professional reference checks is required. Some EPCOR positions require an enhanced level of background assessment, which is dictated by law. These positions require advanced criminal record checks that must also be conducted from time to time after commencement of employment.
- A technical/practical assessment may be administered during the selection process and this exercise will be used as a part of the selection criterion.
- To meet the physical demands required of some positions, candidates must be in good physical condition and willing to work in all weather conditions. Clearance on pre-placement medical and drug and alcohol testing may be required.
- Prior infractions for unsafe driving behaviours will be evaluated and considered for