



# Town of Ville de FALHER

*"Honey Capital of Canada"*

## **Job Title: Director of Public Works**

**Company:** Town of Falher

**Location:** Falher, AB

**Position Type:** Full-Time ; Monday-Friday with occasional weekends/on-call

**Applications accepted until suitable applicant is found.**

**About Us:** The Town of Falher is seeking a qualified and experienced individual to join our team as the Director of Public Works. We are a vibrant and dynamic community committed to providing excellent public services and maintaining a high quality of life for our residents. The Director of Public Works will play a crucial role in shaping and overseeing the infrastructure and public services that contribute to the well-being of our community.

**Benefits:** We offer a comprehensive benefits package that is funded 100% by the employer, including a Health/Personal Spending Account. Retirement benefits include participation in the Local Authorities Pension Plan to ensure the well-being and financial security of our employees. The Town of Falher also offers a progressive vacation policy to full-time employees.

### **Responsibilities:**

1. **Leadership:** Provide strategic direction and leadership for the Public Works Department, overseeing a small team.
2. **Infrastructure Management:** Plan, develop, and manage the Town's infrastructure projects, including roads, water distribution, sewage systems, parks, and public buildings.
3. **Budget Oversight:** Develop and manage the departmental budget, ensuring fiscal responsibility and efficiency in resource allocation.
4. **Collaboration:** Work closely with the CAO, Council, and other municipal departments, government agencies, and stakeholders to coordinate efforts and ensure effective service delivery.
5. **Policy Development:** Assists with development and implementation of policies and procedures related to public works, ensuring compliance with local, provincial, and federal regulations.

### **Required Qualifications:**

1. 3-5 Years of supervisory experience in a similar setting; (engineering technology diploma considered an additional asset)

**Required training:**

1. Water Distribution Level I (and applicable)
2. Sewage Collection I (and applicable)
3. Sewage Treatment I (and applicable)
4. Safety Courses as required by Occupational Health and Safety. (or willingness to attain certification)
5. First Aid and CPR Certificate (upon application or within 90 days of employment start date)

**Considerations may include:**

1. Proven track record of successful project management and team leadership.
2. Experience with bylaws, policies, budgets, research and program development.
3. Strong financial acumen and experience managing budgets.
4. Excellent communication and interpersonal skills.
5. Effective planning and organizational skills
6. Grader/Equipment Operator Training/Experience
7. Current and valid Driver's License, or the ability to obtain one
8. Proficiency with various computer software programs
9. A thorough understanding of procurement tendering, and project management
10. Accreditation as an Engineering Technologist or Professional Engineer
11. A working knowledge of geographic information systems, asset management programs and infrastructure grants.
12. Mechanical and/or construction experience will be an asset.

**Compensation**

The wage range for this position is \$80,344.25 to \$108,097.85 per year. Candidate placement within the range during the first six months on the job is dependent on experience and available municipal budget.

**How to Apply**

Interested candidates should submit a resume, (with optional professional references) to [cao@falher.ca](mailto:cao@falher.ca) . Please include "Director of Public Works Application - [Your Name]" in the subject line. Applications are accepted until suitable applicant is found.

The Town of Falher encourages candidates from all backgrounds to apply. We celebrate diversity and are committed to creating an inclusive environment for all employees.