

## EMPLOYMENT OPPORTUNITY

<b>Position:</b>	<b>ENGINEERING TECHNICIAN</b>
<b>Closing Date:</b>	<b>Open until suitable candidate is found</b>

The County of Vermilion River is seeking a highly motivated individual to join our safety-oriented team as **Engineering Technician**. Reporting to the Project Manager, this position provides engineering and technical support for the Public Works Department. This includes areas in but is not limited to: transportation infrastructure including roads and bridges, surveying, gravel pit development, drainage, water and wastewater treatment, asset management, and other general engineering areas. Additionally, the Engineering Technician will participate in researching and conducting special projects, studies, and reports related to Public Works infrastructure. This is a full-time permanent position and is based out of Kitscoty, Alberta.

### KEY QUALIFICATIONS

- Post-secondary diploma or degree in Civil Engineering or related engineering discipline and registered or eligible for registration with APEGA or ASET.
- Valid Class 5 Driver's License and an acceptable Driver's Abstract
- Up to 1 year in related field or role

*Additional experience and qualification that are considered an asset:*

- 1-3 years in related field or role
- Experience in both traditional and GNSS survey methods
- Experience working with a municipality, particularly in a rural setting, considered an asset
- Strong understanding and experience with federal and provincial legislation as they affect municipal government and public works programs considered an asset
- WHMIS, First Aid, and other safety training or certifications considered an asset

*Consideration will be given to an equivalent combination of education and experience.*

### KEY RESPONSIBILITIES (highlights)

- Provide engineering and technical support to the Public Works Department regarding engineering specification, codes, procedures, and policies.
- Perform field survey activities and CAD drafting/design in support of internal projects including road construction & maintenance, drainage, gravel pits, etc. Survey methods include both traditional and GNSS.
- Assist with coordination, planning, and monitoring of road construction and maintenance work including road rehabilitation, cobble, and oiled roads
- Assist with gravel pit exploration, planning, operations, and regulatory reporting requirements
- Assist with the inspection, maintenance, and capital planning of County bridge files
- Assist with water and wastewater infrastructure management
- Complete both field and office support of inventory and asset management programs of the Public Works Department
- Contract administration tasks including procurement, ensuring contract requirements are met, document filing, and field inspections.

- Contribute to the development, review, and updating of Public Works bylaws, policies, and procedures
- Assist in responding to public inquiries and concerns regarding the Public Works Department
- Track and monitor budget expenditures for internal activities and capital projects
- Provide backup support to the Project Manager

## SKILLS

- Ability to work independently without supervision
- Ability to work collaboratively in a team environment
- Ability to work under pressure and meet deadlines
- Computer skills with proficiency in Microsoft Office; Excel, Word, Teams, and Outlook. CAD and/or ArcGIS experience considered an asset.

*A competitive salary and comprehensive municipal benefits package is available. The successful candidate will be required to provide a criminal record check and drivers abstract. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. This position will remain open until a suitable candidate is found. This position is only open to those legally entitled to work in Canada.*

Applications clearly marked: **"CONFIDENTIAL – Engineering Technician"**  
can be submitted to:

**Human Resources Administrator**

Email: [hr@county24.com](mailto:hr@county24.com)

**County of Vermilion River, Box 69 Kitscoty, AB T0B 2P0**

*All resumes and personal information provided will be handled in accordance with the Province of Alberta Freedom of Information and Protection of Privacy (FOIPP) legislation. The personal information provided to the County of Vermilion River is being collected solely for the purpose of applying for employment.*

County of Vermilion River Careers:

<https://www.vermilion-river.com/departments/administration/careers>