

# EMPLOYMENT OPPORTUNITY

## WOODLANDS COUNTY



### Manager, Infrastructure Services - Competition No: 2026-04

Reporting to the Director, Infrastructure Services, this permanent position leads in coordinating tasks and delivering activities for the Infrastructure Services department. They support roadway and recreation operations and, as part of the management team, proposes and implements Council plans, bylaws and policies related to the department.

#### Functional Responsibilities

- Manage contracts and liaise with consultants and contractors to ensure timely on-budget delivery of infrastructure projects and provide strategic recommendations.
- Collaborate with the Director, Infrastructure Services, on the development of annual operating and capital budgets aligning with strategic goals and community needs.
- Provide recommendations to the Director, Infrastructure Services, regarding plans, goals, objectives, policies, projects, and programs across various asset areas including roads, bridges, recreational facilities, buildings and fleet management.
- Prepare comprehensive agenda reports and submissions for Council and Boards ensuring budget compliance and supporting informed decision-making.
- Regularly review, update and implement infrastructure policies and directives.
- Assist in operations of roadway, recreation, and building facilities for stakeholder safety and efficiency.
- Liaise with the Planning and Development department on new developments ensuring they meet infrastructure standards.
- Assist in the coordination of agencies, consultants and contractors providing services to the Agriculture Services department.
- Administer infrastructure contracts and manage land leases and agreements.
- Negotiate right-of-way approvals and coordinate with consultants and contractors on projects.

#### Functional Requirements

- Ability to work alongside multi-functional teams that require timely decisions, provide direction on complex and emerging issues, and efficiently provide information and general assistance to internal staff and public.
- Outstanding interpersonal communication and presentation skills to work with County employees, Council, the public and all orders of government.

#### Qualifications & Education Requirements

- Civil Engineering degree or technical diploma or related fields.
- 7 years experience working in a related field, preferably in a municipal government setting.
- Level 3 Public Works Supervisor certification considered an asset.
- Knowledge of road construction and design specifications considered an asset.

#### POSITION TYPE

Full-time  
Permanent

#### HOURS OF WORK

Monday to Friday  
8:15 am – 4:30 pm

#### SALARY RANGE

\$107,625 to \$140,426

#### COMPETITION CLOSE DATE

Until suitable candidate is selected

#### HOW TO APPLY

Submit your cover letter and resume email to:  
[hr@woodlands.ab.ca](mailto:hr@woodlands.ab.ca)

Please reference the competition number.

We thank all applicants for their interest. Only those selected for interviews will be contacted.

#### ABOUT OUR MUNICIPALITY

Woodlands County is a rural municipality approximately 150 kilometers northwest of Edmonton, with an area of 7,668 square kilometers. The County surrounds the Town of Whitecourt and includes the hamlets of Blue Ridge, Goose Lake, and Fort Assiniboine. With a population of over 5,250 people, Woodlands County is a thriving natural playground, welcoming families, businesses, and tourists alike to experience and enjoy all there is to offer.

#### CONTACT US

P: 1-888-870-6315 | E: [hr@woodlands.ab.ca](mailto:hr@woodlands.ab.ca) | PO Box 60, 1 Woodlands Lane, Whitecourt, AB T7S 1N3