

EMPLOYMENT OPPORTUNITY WOODLANDS COUNTY



Infrastructure Services Administrative Assistant - Competition No: 2026-20

Reporting to the Director of Infrastructure Services, this position provides administrative support to the Infrastructure Services department for maintaining and administering comprehensive operational processes utilizing computerized asset management, work order, and enterprise resource planning systems for all County-owned infrastructure, fleet, equipment, supplies, and inventory. This position is responsible for the full lifecycle of Infrastructure Services' daily workflows related to financial and asset management. This position may include a hybrid work environment, including work from home.

Functional Responsibilities

- Manage the full life cycle of work orders for the entire Infrastructure Services department that includes roads, bridges, airport, water, wastewater, stormwater, agriculture, fleet, and capital projects.
- Develop, implement, modify, and support a preventive/predictive maintenance computerized asset management program to provide efficient and effective access to information.
- Customize, edit, and add templates for accurate records of systems and fleet, parts, equipment, and supplies, including staff time and materials.
- Maintain and update the computerized asset management program for electronic work orders as user needs and technological capabilities change.
- Compile and prepare preventive maintenance schedules, workload statistics, and open work requests.
- Status, work order history, and other statistical reports.
- Assist with measuring inventory data, creating, tracking, and maintaining documentation for inventory control.
- Provide general clerical and administrative support as required.
- Perform other related duties and/or special projects as may be requested by the Infrastructure Management team related to job duties.
- Adhere to the County's confidentiality requirements, including the appropriate use of information and maintaining the security of all acquired information relating to employees, businesses, and/or residents of Woodlands County.
- Maintain knowledge of and comply with relevant legislation, policies, and procedures, while continually seeking learning opportunities to enhance knowledge in relevant fields of work.
- Participate, in good faith and to the best of their ability, in all training and development programs, as assigned by Woodlands County.

Qualification Requirements

- Certification in office administration, public administration, or a related field would be considered an asset. Proficient with Microsoft applications.
- Experience and proficiency in web-based enterprise financial and asset management software are strong assets.
- Experience in a Municipal Government environment and knowledge of Infrastructure Services are assets. Exceptional interpersonal, critical thinking, and communication skills.
- Strong time management and organizational skills to prioritize responsibilities and requests
- Strong attention to detail and accuracy.
- Exercise good judgment to make effective decisions and recommendations
- Able to work independently with minimal supervision.
- Valid Class 5 driver's license.
- Must obtain Incident Command System (ICS) 200 certification within two (2) years of hire.

POSITION TYPE

Full-time
Permanent

HOURS OF WORK

Monday to Friday
8:15 am – 4:30 pm

SALARY RANGE

\$57,400 to \$74,893 annually

COMPETITION CLOSE DATE

Until suitable candidate is
selected

HOW TO APPLY

**Submit your cover letter and
resume email to:**
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

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