

EMPLOYMENT OPPORTUNITY WOODLANDS COUNTY



Manager, Environmental Services - Competition No: 2026-22

Reporting to the Director, Infrastructure Services, this permanent position provides leadership for coordinating and controlling the activities of the Environmental Services Department, including solid waste and water and wastewater systems. As a member of the management team, this position endorses and implements Council plans, bylaws, and policies associated with the department.

Functional Responsibilities

- As a member of the management team, this position reports directly to the Director of Infrastructure on matters pertaining to the solid waste, water, wastewater, and urban stormwater systems.
- Manage all aspects of the water treatment and distribution, wastewater treatment and collection systems by directing Utilities Technicians in ensuring water and wastewater systems are operated and maintained within regulatory requirements.
- Responsible for operating and capital projects assigned to the Environmental Services department.
- Develop and maintain drinking water safety plan, safe operating procedures, and emergency response plan for the operation and preventative maintenance of the water and wastewater systems.
- Ensure all reporting and water quality analysis requirements are compliant with Alberta Environment and Parks licenses and approvals.
- Direct Transfer Station Operators in the operation of county transfer sites.
- In conjunction with the Director of Infrastructure, prepare the annual operating and capital budgets for the respective departments.
- Respond to customer/stakeholder inquiries and service requests in a courteous and professional manner.
- Responsible for leases within the department, ensuring renewals are completed in a timely manner.
- Represent County at the Regional Landfill Authority meetings or on matters related to the Regional Landfill Authority.
- Manage fleet and equipment assigned to the Environmental Services department.
- Perform other related duties as may be requested by the Director of Infrastructure Services related to job duties and special projects.
- 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.

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

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 | PO Box 60, 1 Woodlands Lane, Whitecourt, AB T7S 1N3

Qualification and Functional Requirements

- Bachelor's degree is required in Civil Engineering or technical diploma, or a combination of education and related experience would be considered an asset.
- 5 - 7 years of experience working on water and wastewater treatment plants.
- Experience in a municipal government setting.
- Ability to work with a team that requires 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 staff, the public and all orders of government.
- Level II water/wastewater certifications required. Level III water/wastewater certifications are assets,
- Knowledge of software applications, including MS Office, Bellamy and SCADA systems and or related software.
- Valid Class 5 driver's license.
- Must obtain Incident Command System (ICS) 300 certification within three (3) years of hire.

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