



EMPLOYMENT OPPORTUNITY

Position:	Industrial Partnership Coordinator
Closing Date:	August 1, 2024 or until suitable candidate is found

The County of Vermilion River is seeking a dynamic individual to join our safety-orientated team as **Industrial Partnership Coordinator**. This position will be the primary contact between the County and the Energy Sector collaborating on road use, permits, agreements, inspections, and other areas of mutual concerns.

KEY QUALIFICATIONS

- Diploma or Degree in Business and/or Energy Sector related studies is preferred
- Strong business acumen
- Exceptional interpersonal and communication skills to build strong relationships

KEY RESPONSIBILITIES

- Oversee the approval and inspection of overweight hauls to ensure compliance with permitting system and the County traffic bylaw
- Authorize and execute road use agreements as required
- Collaborate with industry on road issues, potential partnerships for road improvements and dust suppression on industry use roads
- Regularly meet with industry operators to review agreements, haul routes and other emergent issues
- Advise industry of any infractions, problems and/or concerns on behalf of the County as they relate to operations and assess road impacts or concerns associated with industry
- Promote positive working relations between the County and the energy sector
- Provide leadership and guidance to Industry on County-related matters
- Coordinate the approval, inspection, and issuance of necessary permits
- Assist in preparing standards and procedures, performing inspections on haul routes, access roads & approaches, pipeline installations & road crossings and approach approvals
- Approval and inspection of oil rig moves within, into and out of the County
- Assist with preparation of budgets and cost estimates for industry related road projects
- Work collaboratively with other County departments to encourage industry participation in community

SKILLS

- Strong organizational and time management skills
- Proficient with Microsoft office 365
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- Confident with presentations and public speaking
- Flexible to accommodate varied work schedules

A competitive salary and comprehensive municipal benefits package are 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. The County is an equal opportunity employer. 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 – INDUSTRIAL PARTNERSHIP COORDINATOR**" can be submitted by **THURSDAY, AUGUST 1, 2024** to:

Human Resources Administrator
County of Vermilion River
4912 – 50 Avenue, Box 69 Kitscoty, AB T0B 2P0
Email: hr@county24.com Fax: 780.846.2716

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.