



## EMPLOYMENT OPPORTUNITY

<b>Position:</b>	<b>Construction Foreman</b>
<b>Closing Date:</b>	<b>February 14, 2025 or until suitable candidate found</b>

The County of Vermilion River is seeking a highly motivated individual to join our safety-oriented team as a **Construction Foreman** in our Public Works Department. Reporting to the Project Manager, this position will supervise the operation of the road re-construction division of the Public Works Department working in conjunction with the Project Manager, Road Manager, and General Manager – Public Works. This is a full-time permanent position and is based out of the Public Works Shop north of Kitscoty, Alberta.

### QUALIFICATIONS

- High School Diploma or equivalent.
- Valid Class 5 Driver's License.
- Asset: Post-secondary education or experience in the road construction field is preferred.
- Consideration will be given to an equivalent combination of education and experience.

### KEY RESPONSIBILITIES (highlights)

- Handle road construction including rehabilitation, shoulder pulls, oiling priorities, gravelling and public complaints, etc.
- Monitor equipment and notify the Mechanic and Shop Foremen regarding any required equipment maintenance and repairs.
- Participate in equipment replacement scheduling.
- Obtain agreements such as right-of-way, fencing and earth-borrow; authorizing payments for each.
- Demonstrate the ability to effectively utilize technical applications. Staying up to date on new software packages relevant to the position.

### SKILLS

- Ability to work independently without supervision.
- Ability to work collaboratively in a team environment.
- Ability to work under pressure and meet deadlines.
- Effective business communication including written, verbal, listening, interpersonal, and information transfer.
- Computer skills with proficiency in Microsoft Office; Excel, Word, and Outlook.

The County is offering a competitive salary and comprehensive municipal benefits package according to the qualification and experience. Satisfactory criminal record check and drivers abstract is condition of employment. 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.

Resumes clearly marked: "**CONFIDENTIAL – Construction Foreman**" can be submitted by February 14, 2025 to:

Human Resources Administrator  
County of Vermilion River  
Box 69 Kitscoty, AB T0B 2P0  
Email: [hr@county24.com](mailto:hr@county24.com)

*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>