

COUNTY OF WARNER NO.5

JOB ADVERTISEMENT

Public Works Secretary

The County of Warner No.5 is seeking an organized and detail-oriented Public Works Secretary to support day-to-day Public Works administration, records management, reports, job and equipment costing, public inquiries, correspondence, and related departmental documentation.

Key Responsibilities

- Maintain records for Public Works transactions, projects, equipment, gravel pits, employee time, and related departmental information.
- Calculate and report costs for road construction, maintenance, gravelling, culverts, oiling, dust control, bridges, and other Public Works projects.
- Prepare grant documentation, estimate reports, government surveys, and reports required by Alberta Transportation and other agencies.
- Prepare land easements, agreements, correspondence, invoices, Worker's Compensation reports, and other administrative documents.
- Respond to Public Works telephone calls and assist with inquiries from the public, municipal staff, government agencies, consultants, and other stakeholders.
- Maintain an orderly filing system and support accurate, confidential, and timely departmental record keeping.
- Perform other related duties as assigned by the Public Works Superintendent.

Qualifications and Skills

- High school diploma or GED; post-secondary education is considered an asset.
- Valid Class 5 driver's licence, or willingness to upgrade as required.
- Minimum five years of experience in a municipal/public works environment or related construction/private contracting environment.
- Strong computer literacy and ability to use programs for data entry, job costing, equipment costing, and report preparation.
- Excellent organizational skills with the ability to maintain accurate records and meet deadlines.
- Strong written and verbal communication skills, including professional telephone and public relations skills.
- Ability to work effectively with staff, supervisors, the public, government agencies, and consultants.
- Knowledge of light and heavy construction equipment operation and maintenance is considered an asset.
- Ability to maintain confidentiality and work overtime as required.

What We Are Looking For

The ideal candidate will be dependable, accurate, service-focused, and able to manage multiple priorities in a busy Public Works environment. The position requires a stable employment record, limited absenteeism, attention to detail, good judgment, and a commitment to supporting efficient municipal operations.

How to Apply

Interested applicants are invited to submit a cover letter and résumé to:

County of Warner No.5

ATTN Larry Liebelt

PO Box 90

T0K 2L0

Email: lliebelt@warnercounty.ca.

The County of Warner No.5 thanks all applicants for their interest; however, only those selected for an interview will be contacted.