



*Cypress County*  
**EMPLOYMENT OPPORTUNITY**

---

## **INDUSTRY COORDINATOR**

Cypress County is a rural municipality in the southeast corner of Alberta. The majority of the county's 1.3 million hectares are utilized for agricultural purposes, including high intensity irrigated cropping. Oil and gas activities plus the Canadian Forces Base Suffield are other major components of the area's economy.

The county's 7,800 residents live on farms, acreage subdivisions and in 10 small urban communities. Cypress County promotes a relaxed rural lifestyle and a safe community for families. Along with the City of Medicine Hat, CFB Suffield and Cypress Hills Provincial Park, this area is a great place to live and work.

We have an exciting new opportunity, **up to four (4) year term**, for an Industry Coordinator. Working under the direction of the Public Works Supervisor this individual is responsible for facilitating the approval and completion of Cypress County industry developments and supporting the operational services planning process. This position provides hands-on technical assistance for Cypress County relating to industry activities, equipment moves and servicing requirements ensuring permits are in place and complied with.

Required qualifications include the following:

- Grade 12 or equivalent combined with a Diploma in Civil Engineering Technology (CET) or related field.
- Minimum two (2) years' experience in a responsible, hands-on Operational Infrastructure environment, preferably in a rural municipal setting.
- Extensive knowledge related municipal engineering, planning, development, transportation, and construction best practices.
- Strong communication skills combined with the ability to deal with a wide range of stakeholders through negotiation, coordination, and education.
- Proven ability to prioritize, problem solve, organize, and manage time effectively to meet deadlines.
- Proven track record of the ability to build effective working relationships with a variety of stakeholders both internally and externally.
- Proficient in the use of Microsoft Software (Access, Excel, Word) combined with experience using computer aided drafting (CAD) and geographical information systems (GIS) is an asset.
- A valid Alberta Class 5 motor vehicle operator's license with acceptable driving record.
- A management approved equivalent of education and experience may be considered.

If this opportunity interests you, please forward your resume and cover letter no later than **4:30 p.m. on Wednesday, December 14, 2022, to [competitions@cypress.ab.ca](mailto:competitions@cypress.ab.ca)**

*Cypress County would like to thank all applicants for their interest and time  
but only those under consideration will be contacted.*