



FACILITIES COORDINATOR

Cypress County is a rural municipality in the southeast corner of Alberta. The county's approximately 7,800 residents live on farms, acreage subdivisions and hamlets. 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 opportunity for a permanent, full time Facilities Coordinator. Reporting to the General Manager of Operations, the role of the Facilities Coordinator is responsible for overseeing the upkeep and maintenance of County owned facilities, including buildings, and related equipment. The successful applicant will supervise, manage budgets, and ensure all work is completed safely, on time, and within budget.

Our ideal candidate will have a post-secondary diploma or trade certificate in a related discipline, a minimum of two to four years related experience working with the operation and maintenance of building systems, operation and maintenance of heating, ventilation and air condition systems, as well as experience in structural, electrical and plumbing and will possess a valid Class 5 driver's license and satisfactory driving record. This position will be best suited to a candidate looking for a fast paced, multi-tasking, deadline-oriented work environment where the provision of excellent service to the organization and the public is considered top priority.

Cypress County offers a highly attractive total compensation package, including competitive salary, excellent benefits, in addition to supporting learning and development opportunities. This full-time, permanent position entails a 40-hour work week. To learn more about what Cypress County has to offer please visit our website, www.cypress.ab.ca.

If this opportunity interests you, please forward your resume and cover letter no later than:

4:30 p.m. on Wednesday, July 9, 2025, to publicworks@cypress.ab.ca

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