

FINDING WORK



TOWN OF VERMILION

The Employer

The Town of Vermilion, Alberta is part of the Province's system of municipal government and serves a population of 4472 (2009 census). It is a thriving, educational, and agricultural service based community. The municipal corporation is headed by a Council that determines policy, and is administered by a Chief Administrative Officer and three Department Heads.

The Town employs 32 permanent, staff 30 full time, 2 part time, employees, supplemented by seasonal employment opportunities during the summer months. It is a non-unionized work environment.

As part of its governance, the Town has several volunteer and/or appointed boards: Housing Foundation, Library, Parks Recreation & Culture, Environment, FCSS and a volunteer Fire Department.

The Ideal Candidate

The ideal candidate will demonstrate a majority of the following skills/abilities:

- an interest in municipal government
- be highly motivated
- demonstrated people skills
- ability to work within a group environment
- proven written and verbal communication skills

The Work

Permanent positions at the municipality include the following:

- Clerks (II & III)
- Accounting Technician
- Computer Support Technician
- Municipal Enforcement Officer
- Utility Operators (I & II)
- Labour Operators (I & II)
- Foreman
- Community Economic Development Coordinator
- Departmental Directors



Vermilion & District
Chamber of Commerce

Government
of Alberta



Town of Vermilion

Sample Job Requirements:*Labour Operator*

Reports to Public Works & Utility Foreman
Full time permanent position (40/44 hours per week). Will require rotational weekend shifts, on call and overtime related to the labour duties within the department.

Qualifications:

- Must be able to operate heavy equipment
- Must have knowledge of asphalt repairs, water/sewer replacement and equipment maintenance.▪ Must have a valid Class 3 License with Air Brakes ticket

Utility Operator I

Reports to the Utility Operator II. Full time permanent position (40/44 hours per week). Will require rotational weekend shifts, on call and overtime.

Qualifications:

- Must have a valid Class 5 Alberta drivers license and provide a current abstract.
- Must have a Grade 12 Diploma
- Proven written and verbal communication skills
- Must be medically and physically fit
- Must have a willingness to work in all weather and working conditions
- Must be able to obtain a Utilities Operator I Certification in Water and Wastewater Treatment, Water Distribution and Wastewater Collection operation within 18 months.

Utility Operator II

Reports to the Transportation & Utilities Foreman

Qualifications:

- Grade 12 Graduate
- Level II Alberta Environment Certificate in Water Treatment and Distribution & Wastewater Treatment and Collection

- Willingness to attain a Level III Operator Certification through Alberta Environment
- Valid Class 5 Alberta Drivers License and provide a current abstract

Full Time Clerk II – Accounts Receivable and Accounts Payable

Reports to the Director of Finance & Administration

- Prepares accounts payable requisition for payment, prepares cheque lists for Council Agenda, and reconciles suppliers statements
- Prepares and maintains the Accounts Receivable system
- Maintains an up-to-date filing system of Accounts Payable and Receivable
- Maintain BS license, fire permits, and fire reports

Qualifications

- Strong background in dealing with numbers including coding data entry, GST, etc.
- Excellent organizational and time management
- Good leadership, communication skills, and team player
- Demonstrates accuracy with advanced levels of Excel
- Computer skills and aptitudes including Microsoft Office, AS 400
- Ability to understand and quickly deal with public concerns as they relate to the department and in a friendly and non-confrontational manner
- One or two Office Procedure diploma

Education and Training

A Grade 12 Diploma is a requirement for most positions and post-secondary education is preferred in a related field.

Requirements for management positions are summarized as follows:

Chief Administrative officer:

- A minimum of a degree in Engineering, Finance or Commerce supplemented with completion of local government management association accredited programs
- Previous senior management experience in a municipal environment or public institution is preferred

Director of Finance & Administration:

- Financial background, e.g. business major
- Accounting designation such as CA, CMA, CPA is preferred

Director of Transportation & Utilities

- An engineering degree or CET and/or a business background

Director of Community Services

- Recreation background
- Completion of an Arts program

Economic Development Coordinator

- Combination of business and appropriate experience
- Appropriate degree or diploma

FCSS Coordinator

- A degree in Sociology is preferred
- Relevant experience is an asset

The Town of Vermilion encourages ongoing education for all management and staff.

The Hours, Pay and Benefits

All inside employees work a standard 37 ½ hour week, with the exception of Community Services personnel who work rotational shifts and may be required to work 10 hour days throughout the ice season. Public Works employees work a standard 40/44 hour rotational shift with overtime and on call provisions.

All municipal employees are provided with a weekly and long term 24/7 benefit package covering sickness or accident. A cost shared benefit package is provided through the *Local Authorities Pension Plan*. Cost sharing of benefits is offered at three different levels. Benefits include:

- Group Life
- Dependent Life
- Accidental Death and Dismemberment
- Extended Health Care
- Vision Care
- Dental Care

How to Apply

All positions are posted in local community and regional newspapers and on the municipality's official website www.vermilion.ca. Job opportunities may also be advertised on the internet on professional and local government association websites such as www.apegga.com; www.auma.ca; www.suma.org; www.civicinfo.bc.ca and the Government of Alberta Learning Information Services (ALIS) website www.alis.gov.ab.ca.

All applicants will require an RCMP security clearance. Any personal information submitted as part of the recruitment process is subject to compliance with the *Freedom of Information and Protection of Privacy Act*.

Applications shall be submitted to the Town of Vermilion according to the requirements of the job position. Résumés with references should be forwarded to the appropriate contact person at:

Town of Vermilion
5021 – 49th Avenue
Vermilion, AB T9X 1X1

Phone: (780) 853-5358
Fax: (780) 853-4910