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**(403) 638-3551**

**717 Main Avenue West**

**E-mail: townmail@sundre.com**

**Web site: www.sundre.com**

Fax  
403-638-2100

Arena  
403-638-3177

AquaPlex  
403-638-9370

GNP/FCSS  
403-638-1011

Sundre Library  
403-638-4000

### Council Meeting

**MONDAY, January 30, 2017**

**6:00 p.m.**

### Special Council Meeting

**TUESDAY, January 31, 2017**

**6:00 p.m.**

### MPC Meeting / Council Workshop

**MONDAY, February 6, 2017**

**6:00 p.m.**

## Public always welcome

### TOWN OF SUNDRE GAS UTILITY OPERATOR

The Town of Sundre is accepting applications in our Operations department for a full-time, permanent Gas Utility Operator I.

The Gas Utility Operator I is an entry level position and is required to provide operational and labour support to the Town of Sundre gas system. Under the supervision of a senior gas operator, duties will center on maintenance and servicing of the gas system and gate station, housekeeping, cleaning and repair of equipment and machinery, and conducting service checks at all associated gas systems facilities and the Town shop.

The right person for this position will not mind getting their hands dirty while working side by side with their fellow employees. This is a full-time, permanent position that offers a competitive salary and benefits and will participate in our Local Authority Pension Plan. The workweek schedule is based on 40 hours, 8:00 am - 4:30 pm, Monday to Friday. Some evening and weekend work will be required and this position will participate in the Town's regular call out rotation.

**COMPOST  
THURSDAY  
JANUARY 26**

**RECYCLING  
THURSDAY  
FEBRUARY 2**

**GARBAGE  
THURSDAY  
FEBRUARY 9**

Check out our web site [www.sundre.com](http://www.sundre.com) for current information

## GAS UTILITY OPERATOR...continued

The successful candidate must be a Grade 12 graduate or equivalent and have a clean valid Class 5 or Class 5-GDL driver's license. Experience in heavy equipment operation would be a definite asset. Preference will also be given to trained gas utility operators with municipal experience. The ideal candidate will be highly motivated and possess effective communication skills. A complete job description can be found at [www.sundre.com/careers](http://www.sundre.com/careers)

Interested candidates can submit their cover letter and resume by 1:00 pm on February 1, 2017 to:

Human Resources  
Town of Sundre  
Box 420  
717 Main Avenue West  
Sundre, Alberta T0M 1X0  
Email: [hr@sundre.com](mailto:hr@sundre.com)

A resume sent in an electronic form should be submitted in a .pdf or .doc format otherwise they will not be accepted.

*While we appreciate your interest, only those candidates selected will be contacted. Personal Information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy act. Accommodations for persons with disabilities will be provided, on request, to support candidates' participation in all aspects of the recruitment process. To request accommodation; please contact Human Resources at [hr@sundre.com](mailto:hr@sundre.com).*

### TOWN OF SUNDRE, AB CHIEF ADMINISTRATIVE OFFICER (CAO)

Located halfway between Red Deer and Calgary, and a half hour directly west of Highway #2, the Town of Sundre is a tourist destination and an outdoor paradise nestled in the foothills of the Rocky Mountains. With a population of approximately 3,000, a dedicated staff of nearly 30, and a combined budget of approximately \$12M, Sundre certainly has a lot to offer. Please visit the Town's website ([www.sundre.com](http://www.sundre.com)) to further explore what adventures and opportunities await.

Reporting to the Mayor and Council, the Chief Administrative Officer (CAO) is responsible for guiding the day-to-day affairs of the Town as outlined in the Municipal Government Act (MGA), Town by-laws, and policies as set by Council.

In addition, the CAO will also:

- ✓ Provide effective advice and support to the Mayor and Council in developing, implementing, and executing policies and strategies.
- ✓ Deliver solid leadership to the senior management team and staff of the Town.
- ✓ Promote opportunities to the public for public participation on civic issues.
- ✓ Ensure that Town staff are committed to providing the highest level of service to the general public and the business community through clear and transparent communication.

The successful candidate will possess the following:

- ✓ A post-secondary education, or a combination of relevant training and senior leadership experience.
- ✓ A demonstrated track record of strong leadership and direction with prior senior management experience.
- ✓ The ability to work effectively with elected officials, community volunteers, businesses, Boards and committees, and the general public.
- ✓ A thorough understanding of the financial and budgeting process.
- ✓ Appreciation of the legislative process and knowledge of the Alberta Municipal Government Act.
- ✓ Proven experience in strategic planning, organizational development and achieving results in building team relations.
- ✓ Experience in implementing development plans, capital works and infrastructure improvement programs.

**For further information please visit our website, or contact:**

James Davies  
Managing Director  
DCG Executive Search Services Ltd.  
(780) 758-9796  
[james@daviescg.com](mailto:james@daviescg.com)  
[www.daviescg.com](http://www.daviescg.com)

