



GENERAL MANAGER, INFRASTRUCTURE & PLANNING

Shape the Future of a Growing Community

The Town of Edson is at a pivotal moment in its growth, and we are seeking a strategic and forward-thinking leader to help guide what comes next.

As the General Manager, Infrastructure & Planning, you will play a defining role in shaping how Edson evolves. You will lead long range growth, infrastructure planning, and community development in a way that reflects both opportunity and sustainability.

This opportunity comes as a result of the upcoming retirement of our current General Manager. It presents a rare chance to step into an established leadership role, build on a strong foundation, and bring fresh perspective to how the community grows and develops over time. You will have the ability to influence meaningful decisions and leave a lasting impact on the future of Edson.

In this role, you will:

- Lead integrated planning across land use, development, and infrastructure
- Advise Council and senior administration on growth strategy, investment, and policy direction
- Align departmental priorities to deliver coordinated and effective long-term outcomes
- Build and maintain strong relationships with regional partners, developers, and government agencies

We are looking for a leader who brings:

- A strong foundation in planning and municipal development
- The ability to think strategically while delivering practical results
- A collaborative leadership style and a genuine passion for community building
- The confidence to guide complex decisions in a fast-paced environment
- If you are motivated by the opportunity to shape a community's future and lead through a period of transition and growth, we encourage you to apply.

To learn more about the role and expectations, please consult the attached job description.

About the Town of Edson and our team

Edson is a community built on resilience, resourcefulness, and opportunity. Its strong economic foundation, supported by the region's natural resources, continues to drive steady growth and long-term potential. At the same time, Edson offers a quality of life that is grounded in connection, balance, and access to the outdoors, with an extensive trail system, vibrant recreation opportunities, and local culture that reflects the character of the community.

At the Town of Edson, our people take pride in serving the community and contributing to its continued growth. Our work is guided by our core values of Communication, Creativity, Kindness, Respect, and Teamwork, which shape how we collaborate, make decisions, and support one another.



We place a strong emphasis on building a positive and accountable workplace where people feel valued, supported, and trusted in their roles. Our leadership approach encourages open dialogue, thoughtful decision making, and a shared commitment to delivering meaningful results for the community. We believe that when people are supported and aligned, strong performance follows.

We are proud to be part of a community that values growth, connection, and quality of life. To learn more about living and working in Edson, visit www.ChooseEdson.ca.

What do we offer?

Compensation

The salary range for this position is \$145,500 to \$179,100 per year, commensurate with experience and qualifications.

Benefits

The Town of Edson offers a comprehensive and competitive benefits package, including:

- Generous vacation entitlements
- A robust benefits package through Sun Life, which includes an annual flexible spending account
- Participation in the Local Authority Pension Plan (LAPP) and the APEX Supplementary Pension Plan

How do you apply?

To apply, please submit your resume and cover letter quoting Competition #EDSOM-202607 by July 5, 2026.

Your cover letter should highlight your approach to leadership, including how you build relationships, demonstrate accountability, take initiative, and use feedback to support growth and decision making. We also welcome insight into your interest in this role and what attracts you to the Town of Edson.

Applications will be reviewed as they are received, and interviews may be conducted throughout the posting period.

Please submit your application to:

Email: humanresources@edson.ca

We thank all applicants for their interest. Only those selected for an interview will be contacted. Applicants must be legally eligible to work in Canada.

This competition may remain open until a suitable candidate is found.



Job Description

General

As a member of the Town's Senior Leadership Team, the General Manager, Infrastructure & Planning provides visionary, strategic leadership for the organization and the division. The General Manager is responsible and accountable for the provision of planning and development, capital project management, infrastructure and operations management, capital project planning, land development and asset management.

The General Manager supports and provides strategic advice to the Chief Administrative Officer (CAO) and Town Council and acts as a supporting liaison with regional stakeholders.

Primary Responsibilities and Authority

- Provide advice to the CAO and Elected Officials in the establishment of strategic objectives, policies, and programs for the delivery of municipal services.
- Analyze, review options, assess risks, provide advice, and make recommendations for the delivery of infrastructure, operations, services, and programs
- Provide technical assistance in all operational and capital projects, and advise on infrastructure issues as they arise.
- Work in collaboration with other Divisions to capture all infrastructure assets and provide life cycle cost analysis, condition assessments, and asset risk management for the Asset Management Plan.
- Work with other Town Departments to lead and oversee the land holdings of the Town including purchasing and disposal.
- Plan and implement Division Corporate Initiatives and policies as approved by Council.
- Oversee the preparation of procurement documents, the selection of contractors, and management of contracts.
- Liaise with external government agencies regarding relevant regulations, policies, and funding.
- Work in collaboration with other divisions as required, ensuring needs are met and policies adhered to and developing a coordinated approach to cooperative functions.
- Understand and comply with all relevant legal, regulatory, and policy parameters affecting the department.
- Perform additional related duties as assigned by the CAO.
- Manage personal professional development budget within established parameters.
- Serve in an assigned capacity in the Emergency Operations Centre during a disaster response.
- Serve as Acting CAO as assigned

Human Resources, Team Management, and Leadership

- Provide outstanding leadership by modeling the way, inspiring a shared vision, challenging the process, encouraging heart, and enabling others to act.
- Create a team environment that inspires hard work, dedication, collaboration, and excellence.
- Cultivate a working environment that embodies integrity, trust, and respect.



- Train, mentor, and support staff to ensure their success and professional growth, while delegating sufficient authority to enable independent and creative completion of assignments.
- Work with staff to recognize and support a balanced lifestyle.
- Manage challenging personal and interpersonal dynamics sensitively and respectfully; respond appropriately to reports of disrespectful conduct.
- In collaboration with Human Resources, manage the hiring, terms of employment, evaluation, discipline, and termination of employees.
- Provide recommendations to the CAO regarding the organizational structure and staffing of the Division.

Financial and Budgetary

- Oversee the preparation of annual departmental operating and capital budgets within the Division.
- Ensure that all procurement is completed in accordance with the approved budget, the Purchasing Policy, and other legal or policy requirements.
- Ensure fiscal responsibility and efficient revenue generation; pursue alternative funding sources (e.g. grants) wherever possible.
- Authorize purchases and accounts within assigned limits.

Health and Safety

- Comply with all Town policies, work procedures, rules, safety instructions, and relevant directives in the Alberta Occupational Health and Safety Act, Regulation, and Code.
- Promote health and safety initiatives within the department.
- Participate in workplace safety initiatives, including inspections and audits.
- Report all incidents, including near misses, to appropriate personnel.

Policy Development/Administration

- Develop and implement a long-range departmental planning framework by means of 3-year operational plans, 5-year capital plans, and Council-approved master plans.
- Establish and maintain effective policies/procedures for planning, operations, and engineering functions.
- Review, evaluate, research, and introduce new service levels/programs; remain abreast of legislative or other changes affecting the department, as well as industry best practices.
- Prepare reports for the CAO, Council, or other stakeholders under the Division.
- Aid in the development of the Town's Strategic Plan.
- Respect organizational and staff confidentiality.

Public Relations

- Foster positive and responsible working relationships with other government agencies, the private sector, community organizations, and residents.



- Identify and develop strategies and tangible engagement plans for building and enhancing effective relationships with stakeholders and public communication.

Qualifications

Core Competencies

- Refined leadership and motivational abilities.
- Creativity and innovativeness; ability to continually improve services and processes in the face of new circumstances, evolving priorities, and resource constraints.
- Advanced organizational skills; ability to handle a variety of complex projects/tasks with competing priorities and strict deadlines.
- Highly developed interpersonal, verbal, writing, and presentation skills.
- Knowledge of municipal infrastructure management, capital, and operations.
- Understanding of AutoCad, GIS, and Asset Management software and applications.
- Skills in financial planning, business analysis, and project management.
- Strong working knowledge of the MS Office suite.
- Ability to work flexible hours as required.

Job Requirements

- Eight to ten years of professional leadership experience at a senior level.
- Urban, Regional or Land Use Planning Degree
- A Professional Engineer (P.Eng.) designation with the Association of Professional Engineers and Geoscientists of Alberta (APEGA) is preferred. Accreditation as Certified Engineering Technologist (CET) with the Association of Science and Engineering Technology Professionals of Alberta (ASET) may also be considered. Certification as a Projects Manager Professional (PMP) through the Project Management Institute is preferred.
- Significant knowledge and experience in municipal operations, systems thinking, strategic planning, organizational processes and systems, government relations, policy analysis, facilitation and project management.
- Must have demonstrated skills in long-term planning, visioning, and budgeting.

Alternative combinations of education and experience which demonstrably provide the required knowledge and skills may be eligible in certain circumstances.