

April 2022 Meetings

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

 Council Meetings

Flagstaff County Council Meetings are conducted the 2nd and 4th Wednesday of each month commencing at 9 a.m. unless otherwise planned.

Council and Committee meeting agendas are available at the County's website at: flagstaff.ab.ca/council/meetings-and-minutes

County Office: 780-384-4100
1-877-387-4100

Email: county@flagstaff.ab.ca

Stay Connected with Us:



Office Hours:
Monday to Friday
8 a.m. - 4 p.m.
(Closed Noon - 1 p.m.)



Flagstaff County Vision:

A safe, caring and vibrant rural "Community of communities" committed to working with our neighbours to ensure the quality of life for all citizens.

As an innovative and progressive "Community" that balances economic prosperity and environmental stewardship, we deliver a responsible level of service that is both efficient and effective.

Interested candidates are encouraged to submit their resume along with a cover letter by mail or email to:

Flagstaff County
12435 Township Road 442,
PO Box 358
Sedgewick, AB T0B 4C0

Contact:
Kevin Kinzer, Shop Supervisor,
Public Works
Email: kkinzer@flagstaff.ab.ca
Direct: (780) 384-4106

Thank you to all applicants for your interest in Flagstaff County; however, only those chosen for an interview will be contacted.

Flagstaff County is recruiting for the permanent full-time position of:

Signs/Labourer (Public Works)

Summary of Position:

The Public Works Signs/Labourer is responsible for maintaining all road signs and keeping a sign inventory, as well as carrying out various duties around the shop and yard which may include the operation of light duty equipment, in accordance with policies and bylaws established by County Council.

Key responsibilities are as follows:

- Responsible for the installation/replacement of new, worn and damaged signs and delineator posts.
- Responsible for maintaining the inventory of signs and delineator posts.
- Responsible for updating and maintaining signs and delineator posts in Asset Management system.
- Perform weekly collections of traffic counts and updating and maintaining the data.
- Assist in the parts room when required as well as during year-end parts inventory.
- Perform miscellaneous shop and yard maintenance including the operation of light duty equipment.
- Assist the other Public Works Shop personnel when required.
- Pickup and delivery of parts/vehicles.
- Responsible for ensuring compliance with Flagstaff County Policies, the Health and Safety Program and the Human Resources guidelines and procedures.
- Such other duties and responsibilities as may be assigned from time to time by the Supervisor.

Qualifications:

- Sufficient knowledge, skill and experience in this field in order to be able to perform the duties completely and effectively.
- Sufficient knowledge and computer experience to perform sign inventory and record Asset Management data.
- Ability to operate light duty equipment.
- Ability to establish and maintain effective working relationships in the course of work, including the ability to work cooperatively in a team environment as well as independently.
- Flexibility and adaptability to be able to work in a wide range of conditions and perform a variety of tasks.
- Valid class 5 and/or class 3 driver's license.

Position Type: Permanent Full Time
Hours of Work: 8 hrs/day—40 hrs/wk
Hourly Range: \$22.70 - \$27.91
Closing Date: Until suitable candidate is found.

Avoid 6% Tax Penalty

A penalty of 6% (six per cent) will be levied on all unpaid taxes on May 2. To avoid penalties, payments made by mail must be postmarked no later than May 2, 2022, and payments made by Internet Banking or TelPay must be received no later than May 2, 2022.

Payment options available:

- County Office: 12435 TWP RD 442, Sedgewick, AB
- Mail: Flagstaff County, P.O. Box 358, Sedgewick, AB T0B 4C0
- Internet banking: Through the Credit Union, ATB Financial, BMO • Bank of Montreal, e-Transfer, or TelPay (TelPay payments can be made at www.telpay.ca).