

February 2023 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				

 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.)

Address: 12435 Township
Road 442
P.O. Box 358
Sedgewick, AB
T0B 4C0



flagstaff.ab.ca



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

Human Resources Advisor

Flagstaff County is located in East Central Alberta and is a safe, caring and vibrant community. We are recruiting for a full-time position for a Human Resources Advisor. This is a newly created position and will be responsible for human resource strategies, recruitment, training and development, compensation, and benefits, strengthening employer and employee relations and compliance with regulatory laws.

Responsibilities will include:

- Recruitment and hiring processes, including onboarding and orientation.
- Coordination of training and development opportunities
- Management of employee benefit programs
- Providing guidance to Directors and Supervisors, on human resources matters, including acting as an employee/ employer liaison to ensure effective communication
- Supervision and Leadership for Health and Safety Officer position and programs

Qualifications:

- Post Secondary degree or diploma in Human Resources Management, or Business or a related discipline.
- 3 to 5 years related work experience including supervisory experience.
- Preference to a candidate with a CPHR designation.

For the full job description which includes all preferred job qualifications please visit: www.flagstaff.ab.ca

Position Type: Full-Time Position
Hours of Work: Monday to Friday, 7 hrs/day—35 hrs/wk
Salary Range: \$84,268.46-\$103,639.58
Closing Date: Until a suitable candidate is selected

Interested candidates can submit their resumes with a cover letter by email to:

Shelly Armstrong,
Chief Administrative Officer
sarmstrong@flagstaff.ab.ca
Direct Line: 780-384-4101

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:

Grader Operator/Truck Driver

Flagstaff County Vision:

To be a strong, vibrant, and sustainable regional Community of communities, contributing a rural essence and quality of life.

Interested candidates are encouraged to submit their resume along with a cover letter to:

Flagstaff County
12435 TWP RD 442
PO Box 358
Sedgewick, AB T0B 4C0

Contact:
John Guhle, PW Field Coordinator –
Gravel/Dust Suppressant
Email: jguhle@flagstaff.ab.ca
Cell: 780-390-0321

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

Summary of Position:

The Grader Operator/Truck Driver is responsible for performing work required within the gravel and dust suppressant programs of the Public Works department in accordance with policies and bylaws established by County Council.

Some key responsibilities are as follows:

1. Responsible for the equipment operations within the gravel and dust suppressant programs.
2. Operate heavy and light duty equipment as required, as well as various truck and trailer combinations for hauling gravel or equipment.
3. May be required to assist in truck snow plowing and sanding during the winter months, pumping water and thawing culverts, culvert and bridge maintenance, and sign installation and repairs.
4. Responsible for reporting and assisting in repairing damaged or missing signs, damaged or plugged culverts, road surface damages, washouts, and shoulder/ditch damages and disposing of any items having a diameter larger than five inches (5") off of any road surface.
5. Responsible for reporting view obstructions such as brush, grass, weeds, etc.
6. Assist in the servicing, maintenance and cleanliness of the grader and other equipment.
7. Responsible for inspecting and servicing equipment daily prior to operation.
8. Responsible for maintaining the required inventory for the grader and other equipment including equipment tools, replacement parts, picks, wear items, tires, fuel, etc.
9. Responsible to assist in training staff to operate heavy and light duty equipment.

Qualifications:

1. A minimum of two to three (2-3) years of related experience in operating a grader and other heavy and light duty equipment is preferred.
2. Valid class 1 driver's licence.
3. 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.
4. Flexibility and adaptability to be able to work in a wide range of conditions and perform a variety of tasks.
5. Ability to train staff.

All candidates are required to undergo and pass a drug and alcohol screening as a condition of employment.

Position Type:	Permanent Full-time
Hours of Work:	Monday to Friday 8-10 hrs/day (Guaranteed 176hrs/month)
Salary Range:	\$31.77—\$39.08
Closing Date:	February 24, 2023