



Director of Infrastructure & Planning

Reports to: Chief Administrative Officer (CAO)

Employment Type: Full-Time, Permanent

Benefits: Competitive benefits package and pension plan

Position Overview:

The Town of Vermilion is seeking an experienced, progressive, and collaborative leader to join our organization as the Director of Infrastructure & Planning.

As a member of the Town's Executive Leadership Team, the Director reports directly to the Chief Administrative Officer (CAO) and plays a key role in shaping the strategic direction, sustainability, and growth of our community. This position provides leadership and oversight for Municipal Infrastructure, Public Works, Utilities, Transportation Networks, Capital Projects, Planning & Development, Asset Management, and associated operational services.

This is an exciting opportunity for a municipal professional who is passionate about developing infrastructure, enhancing service delivery, and leading a high-performing team while contributing to the overall success of the Town of Vermilion.

Key Responsibilities:

The Director of Infrastructure & Planning is responsible for providing strategic leadership and operational oversight for:

- Public Works operations and service delivery.
- Water, wastewater, stormwater, and utility systems.
- Roads, sidewalks, transportation infrastructure, and municipal facilities.
- Capital planning, infrastructure replacement, and construction projects.
- Land use planning, development, subdivision, and municipal growth initiatives.
- Asset management planning and lifecycle management programs.
- Infrastructure budgeting, forecasting, and long-term financial planning.
- Procurement, tenders, contracts, and consultant management.
- Grant identification, applications, and reporting requirements.
- Regulatory compliance and adherence to municipal, provincial, and federal legislation.
- Development and implementation of departmental policies, bylaws, procedures, and strategic initiatives.

Leadership Responsibilities

As a member of the Executive Leadership Team, the Director will:



- Provide strategic advice and recommendations to the CAO and Council.
- Participate in the development and execution of organizational strategic priorities.
- Lead, mentor, and support departmental managers and staff.
- Foster a culture of accountability, innovation, collaboration, and continuous improvement.
- Develop and manage departmental operating and capital budgets.
- Build and maintain positive working relationships with residents, developers, business owners, contractors, government agencies, regional partners, and community stakeholders.
- Prepare and present reports, recommendations, and presentations to Council and senior leadership.

Qualifications:

The ideal candidate will possess:

- Degree or diploma in Engineering, Planning, Construction Management, Infrastructure Management, or a related discipline.
- Progressive municipal leadership experience, preferably in infrastructure, public works, engineering, utilities, or planning.
- Strong knowledge of municipal government operations, legislation, and governance practices.
- Experience managing complex capital projects and operational budgets.
- Proven leadership, team-building, and staff development skills.
- Excellent communication, negotiation, and relationship-management abilities.
- Experience working with elected officials, community stakeholders, and regulatory agencies.
- Knowledge of asset management principles and long-term infrastructure planning.
- Professional designation or certification in a related field would be considered an asset.

Additional Requirements:

- Successful completion of an acceptable RCMP Security Clearance Check.
- Availability to attend Council and external committee meetings, including evening meetings, and work outside regular business hours when operational requirements dictate.

What We Offer:

What the Town of Vermilion offers:

- A rewarding leadership opportunity within a growing and progressive municipality.
- Competitive compensation package.
- Comprehensive health and dental benefits.
- Vision Benefits
- Health Spending Account.
- Participation in the Local Authorities Pension Plan (LAPP).
- Professional development and leadership growth opportunities.
- Supportive and collaborative workplace culture.



- The opportunity to make a meaningful impact on the future growth and sustainability of our community.

About Vermilion:

Located in east-central Alberta, Vermilion is a vibrant and welcoming community known for its strong agricultural roots, excellent quality of life, recreational amenities, thriving business sector, and community spirit. The Town offers the benefits of small-town living while providing progressive municipal services and infrastructure to support continued growth and development.

How to Apply:

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and leadership experience to:

hr@vermilion.ca

The Town of Vermilion thanks all applicants for their interest; however, only candidates selected for an interview will be contacted.