

ENGINEERING AND LANDS TECHNICIAN MUNICIPAL DISTRICT OF GREENVIEW

DEPARTMENT: Infrastructure & Engineering

LOCATION: Valleyview or Grovedale, AB

STATUS: Until a suitable candidate is found.

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farm-land, tourist destinations, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks and vast prairie offering a year-round outdoor playground for all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Engineering and Lands Technician has a significant public relationship component and is accountable to establish positive and professional relationships with landowners. The incumbent is responsible for but not limited to borrow pits/back slope agreements, land negotiations and acquisition, road right-of-way purchase agreements, and utility easements. Registration of agreements and easements with Alberta Land Titles along with creating maps of land acquisitions and others using MAPwhiz. This position coordinates industry activity which includes approvals and reviews. This position reports to the Manager of Construction & Engineering.

MAJOR

- Responsible for locating and signing Borrow Pit/Backslope Agreements, Land Acquisition Agreements (local and provincial), Right of Entry, Temporary Workspace, Crop Loss Agreements, Utility Easements and registration of Road Plans
- Securing legal permissions for temporary or permanent access to land for construction, maintenance, or other project needs.
- Responsible for inspecting pipeline crossings, oilfield approach locations and supply specifications for the installation of pipelines, approaches and ensure that specifications are met. Inspecting completed oilfield approaches to ensure they meet the standard requirements. Inspection of oilfield approaches that are requested to stay in place.
- Supporting land management and acquisition for Roadways, Civil Infrastructure projects, Utilities, and the Oil & Gas industry
- Prepare and submit applications to Alberta Environment and Parks
- Prepare and submit caveats, registrations, and transfers of interest and withdrawals to the appropriate provincial land titles office

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- Engage and liaise with Indigenous peoples and Greenview landowners
- Liaise and consult with land agents, surveyors, contractors and engineers
- Assist with the signing, monitoring and filing of road use agreements and exemption permits
- Communicate with key stakeholders (such as public) throughout the duration of a project
- Address inquiries and concerns of municipal rate payers in accordance with Greenview policies and bylaws
- Responsible for working closely with various departments within Greenview to ensure that all conditions and Land Use Agreements have been met
- Responsible for working with various departments within Greenview to purchase land for right of way, relating to subdivisions and any land required to be purchased through Greenview as requested
- Organize and facilitate open houses, as well as other public forums for communication with stakeholders collaborating with the Communications team
- Responsible for reviewing/approving industry notices and projects through RoaData. Ensuring it does not negatively impact Greenview
- Prepare reports and legal documentation

MINOR

- Familiar with working closely with the Land Titles office
- Coordinate utility relocations
- Drafting may be required
- Assisting field staff with various projects
- Other tasks and duties as assigned

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- Land Acquisition or related certification
- Current Alberta Land Agent License
- Valid Class 5 Driver's License
- Commissioner of Oaths preferred
- Minimum two years' experience in Surface negotiations
- Familiar with AER's Directive 56 considered an asset

SKILLS REQUIRED:

- Must be proficient with all Microsoft office programs and have an uncompromising respect for accuracy and detail
- Familiar with municipal (GIS) General Information Systems
- Familiar and trained in AutoCad and Civil 3D
- Experience with Alberta Environment and Protected Areas EDS program for crown land applications
- Ability to read and understand survey plans and drawings

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- Excellent oral and written communication skills, including negotiation, mediation, collaboration, and problem-solving skills
- Strong negotiation skills
- Comfortable with autonomy and high degree of problem-solving ability
- Excellent level of personal interaction and public presentation skills
- Contribute to a positive work culture

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of computer and telephone.
- Long periods of sitting, good lighting, temperature and noise control.
- Occasional lifting (maximum 50 pounds), site visits and inspection of projects.
- Subject to working in outdoor environment – heat, cold, dry, dusty and / or wet conditions as well as insects, bees and wildlife.
- Use and operation of a vehicle.
- Normal working day consists of 7.5 hours; however occasional overtime or weekend work may be required.

HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations.
- Required to wear correct P.P.E. as per safe job procedures.
- Must check in as per Working Alone legislation.
- Must follow all safe job procedures.
- Ensures all operations are conducted in a safe manner and in accordance with Occupational Health and Safety regulations.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

HOW TO APPLY:

Interested candidates may submit cover letter *(stating the position you are applying to)* and resume in one of the following ways:

By E-mail: careers@mdgreenview.ab.ca *(please quote the position in the subject line)*

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EXPAND YOUR VISION GREENVIEW

By Confidential Fax: 780-524-3981

Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079
Valleyview, Alberta T0H 3N0

While we truly appreciate all applications, only those selected for an interview will be contacted.

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