



## EMPLOYMENT OPPORTUNITY

Position:	Business Services Specialist
Closing Date:	January 15, 2024, or until suitable candidate is found

The County of Vermilion River Gas Utility is seeking applicants to join our safety-oriented team as a Business Services Specialist. This is a new opportunity providing regulatory, technical, and administrative support to Natural Gas Utility Management and Staff. Our unique organization provides an opportunity to work in a number of interesting areas including natural gas distribution, oilfield fuel gas supply and casing gas recovery, natural gas vehicles, and gas pipeline and facility construction.

### KEY QUALIFICATIONS/EXPERIENCE:

(Any combination of below qualifications/experience or equivalent)

- Business Diploma or Degree **or**
- Technical Diploma or Degree

and

- Mid-Senior Level Gas Utility Operations or Management Experience **or**
- Mid-Senior Level Oil and Gas Experience

### KEY RESPONSIBILITIES:

- Administer compliance efforts under AB Rural Utilities, AER, and CER, including activities and filings in areas such as Pipeline Integrity Management, Quality Assurance, Emergency Preparedness/Response, Pipeline Applications, and Reporting
- Project Financial and Billing Support
- Budget and Reporting Support
- Oversee and carry out administrative functions required for legal, regulatory, and code compliance
- Administer Quality Management, Integrity Management, and Safety and Loss Management Programs
- Industrial Gas Contracts

### SKILLS:

- Strong computer skills
- Excellent verbal and written communication skills
- High attention to detail
- Must be able to prioritize to meet strict deadlines
- Ability to work in a team environment is essential

The County of Vermilion River – Natural Gas Utility is a strong team of 20 hardworking, dedicated individuals. We have a high retention rate and promote an excellent work-life balance. A competitive salary and comprehensive municipal benefits package are available. The successful candidate will be required to provide a criminal record check and drivers abstract. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. This position will remain open until a suitable candidate is found. This position is only open to those legally entitled to work in Canada.

Applications clearly marked: **"CONFIDENTIAL – NATURAL GAS BUSINESS SERVICES SPECIALIST"** can be submitted by **MONDAY, JANUARY 15, 2024**, to:

Human Resources Manager  
County of Vermilion River  
4912 – 50 Avenue, Box 69      Kitscoty, AB T0B 2P0  
Email: [hr@county24.com](mailto:hr@county24.com)      Fax: 780.846.2716

*All resumes and personal information provided will be handled in accordance with the Province of Alberta Freedom of Information and Protection of Privacy (FOIPP) legislation. The personal information provided to the County of Vermilion River is being collected solely for the purpose of applying for employment.*