



Employment Opportunity:

The Diamond Valley Gas Co-op (DVGC) is seeking an individual to fill the position of **General Manager**.

The Diamond Valley Gas Co-op is a not-for-profit organization, with a nine-member elected board of Directors, representing rural natural gas customers in Central Alberta. The mandate of Diamond Valley Gas Co-op is to provide reliable natural gas service at competitive rates to their customers. Further, the Diamond Valley Gas Co-op on behalf of its members/customers will promote and further the common interests of its members, to the Federation of Alberta Gas Co-op and Government bodies, to develop policies that are in unison with its member's goals, to ensure membership is compliant with current legislations, regulations, and technology as it applies to the safe and efficient operation of the gas system. The Diamond Valley Gas Co-op may also engage in other services at the request of the membership or in the best interests of their customers.

Preference will be given to candidates who have:

- 10 years of progressively responsible energy/utilities experience
- Experience working with boards, co-operatives, or member associations.
- Technical knowledge of natural gas distribution systems
- Strong knowledge of Acts, Codes, and Regulations as they relate to rural gas utilities (Gas Distribution Act, Occupational Health and safety Act, Rural Utilities Act, etc..)
- Strong presentation skills and an interest in stakeholder relations.
- Financial management skills with a familiarity with budgets and financial reporting.
- Strong interpersonal skills and the ability to manage and direct staff.
- Computer skills with strong working knowledge of Word, Excel, Outlook, and industry related software.
- Licensed as a Utility Operators, Gas Fitter, or both would be considered an asset.

The position will require travel and flexible work schedule. Compensation for this position includes an excellent benefits and pension package.

All interested applicants are to forward their resume, stating their salary expectations, by April 30, 2026.

By Mail:
Attn: Confidential Diamond Valley
Gas Co-op board of Directors
PO Box 159
Eckville, AB T0M 0X0

By Email:
Attn: Confidential Diamond Valley
Gas Co-op Board of Directors
anderson.r@diamondvalleygas.com

Only those granted interviews will be contacted.

MANAGER'S DUTIES

Responsible to the Board of Directors for:

- Manage Gas Co-op
- Report to chairman – any items that affect Co-op.
- Report to Board – scheduled meetings.
- Carry out policies and procedures as directed by the Board.
- Prepare budget
- Finances
- Monthly financial reports
- Keep Directors informed of all important correspondence – Federations, Gas Alberta, AON, etc.
- Responsible to members
- Working with customer accounts
- Collection of gas bills
- Communication with customers
- Maintain working relationship with government offices.
- Establish good working relationships in the community.
- Involvement in the community.
- Establish and maintain good working relationships with businesses in the community.
- Establish and maintain good working relationships and communications with other Co-ops and managers.
- System – Engineering and advice.
- Maintaining system
- Measurement Metering (Measurement Canada)
- Government – Licensing Pipelines
 - Recording Pressures
 - Reporting Line Breaks
 - Updating Maps
 - Financial Statements
 - Grant Application
 - EUB
- Permits when required
- Commissioner of Oaths (Optional)
- Membership with Alberta One Call
- Hiring
- Dismissing
- Promote Co-op

MANAGER'S DUTIES

OPERATIONS & MAINTENANCE

- Metering
- Billing
- Collecting Customer accounts
- Dealing with customers
- Working with staff
- Gas Balancing
- Checking leaks
- Odorant
- Cathodic Protection
- Pipeline Crossings
- Alberta One Call
- Customer Contracts
- Utility Right of Ways
- New Customers
- Maintain System
- Maintaining vehicles
- Responsible for all correspondence
- Ordering proper pipe, fittings, meters, equipment, regulators
- Community & Customers
- Tendering
- Consult Engineer
- Field work as required

MANAGER'S DUTIES RESPONSIBILITIES TO STAFF

- Provide Leadership
- Salaries
- Communication with staff
- Providing safe working conditions
- Work as a Team
- Evaluate concerns