



Beaver County Service Centre
5120 - 50 Street Box 140
Ryley, Alberta T0B 4A0
Monday to Friday
8:30 a.m. - 4:30 p.m.

Phone: (780) 663-3730
Fax: (780) 663-3602
Toll Free: 1-866-663-1333
www.beaver.ab.ca
Email: administration@beaver.ab.ca

Employment Opportunity

RECEPTIONIST/ADMINISTRATIVE ASSISTANT

Beaver County requires a full-time receptionist at the County Services Centre in Ryley. Responsibilities include telephone and over-the-counter customer service, mail pick-up, sorting, and delivery, cash receipting, filing, assisting staff where needed, and other general office duties. A detailed position profile is available on the County's website.

Qualifications include the completion of Grade 12 and training in administrative assistant skills, or an equivalent combination of education, training, and/or experience. Prior customer service experience is preferred, as well as excellent communication and interpersonal skills, attention to detail, the ability to work independently with minimal supervision, and a sound working knowledge of Outlook, Microsoft Word, and Excel. Experience with cash management or a mathematical aptitude is essential.

Hours of work are 35 hours per week, Monday to Friday. Annual salary range is \$56,213 to \$68,394.

Interested applicants should forward a resume outlining qualifications and experience, and a minimum of three references, to the following address. Applications will be accepted until 4:30 pm, August 7, 2019.

Margaret Jones, Assistant CAO
Beaver County
Box 140
Ryley, AB T0B 4A0

Phone: (780) 663-3730
Fax: (780) 663-3602
email: mjones@beaver.ab.ca
www.beaver.ab.ca

Beaver County is committed to a healthy and safe work environment. We thank all applicants for their interest, however only individuals selected for an interview will be contacted.

Producer at Large (PAL) Members

Beaver County Agricultural Service Board Producer at Large (PAL) Members

Beaver County's Agricultural Service Board (ASB) is an established Committee of Council that advises on the development of agricultural policies and programs that promote, enhance, and protect viable sustainable agriculture in the County.

Council is currently seeking to fill Producer at Large positions (2) on the ASB for a three year term. There are approximately 4-6 meetings per year along with various other events.

Applicants must be familiar with current agricultural practices and trends, such as value added, that affect producers in Beaver County as well as provide direction on policies consistent with the *Agricultural Service Board Act*. Orientation will be provided for applicants to discuss position responsibilities and the role of the ASB within Alberta.

To complete a short application form or receive further information, please contact Aimee Boese at 780-663-3730 or log onto www.beaver.ab.ca.

Applications must be received at the Beaver County Service Centre no later than **12 pm (Noon) on August 23, 2019.**

Road Construction Notice

Township Road 502 from Range Road 201 to Range Road 205 is being upgraded

The first phase of construction (cementing the base) has been completed. Crews are working on the second phase of applying a coat of chip seal to the surface. This will have the appearance of loose gravel which will be present for some time after application and can scratch your vehicle.

A second layer will then be applied and lastly there will be a final sweep of the road to remove loose rocks after the surface has cured generally after a few weeks. Please be advised the speed limit will be 50 km/h, as there will be crews on the road who need to work safely, and it will help keep the loose rocks chips more stationary.

There are potential hazards to the public and vehicles during the construction process. This can include heavy machinery, dust or mud, and road materials such as gravel, asphalt coatings and rock chips. After the roads are stabilized, a coat of chip seal will be applied that can make your vehicle dirty.

This schedule is weather dependent.

Thank you for your patience and understanding during construction. If you have any questions, please call the Beaver County Service Centre at 780-663-3730.

2019 Construction Schedule

Schedule is subject to change depending on the weather.

**ECD – Estimated Completion Date TBD – To Be Determined

TASK	START DATE	PROJECTED END DATE	UPDATE – JULY 31
TWP RD 514 RoadTek Repairs	May 21	June 3	Completed – May 23
TWP RD 512 east of SH 630			
Phase 3 (2 nd lift of chip seal)	May 21	June 1	Phase 3 – Completed May 27
Phase 4 (Final sweep of chips)	TBD	TBD	Phase 4 – Complete May 31
TWP RD 482 west of HWY 36			
Phase 3 (2 nd lift of chip seal)	May 21	June 1	Phase 3 – Completed May 23
Phase 4 (Final sweep of chips)	TBD	TBD	Phase 4 – Completed May 31
RGE RD 132 south of TWP RD 482			
Phase 3 (2 nd lift of chip seal)	May 21	June 1	Phase 3 – Completed May 23
Phase 4 (Final sweep of chips)	TBD	TBD	Phase 4 – Completed May 31
RGE RD 182 TerraCem (from TWP RD 484 to Black Nugget Entrance)			
Phase 1 (Cement)	Jun 3	July 31	Phase 1 – Completed June 15
Phase 2 (1 st lift of chip seal)			Phase 2 – Completed June 18
Phase 3 (2 nd lift of chip seal)			Phase 3 – ECD – TBD
Phase 4 (Final sweep of chips)			Phase 4 – ECD – TBD
TWP RD 502 TerraCem (from RGE RD 201 – 205)			
Phase 1 (Cement & Tack)	Jul 2	Aug 31	Phase 1 - 205-204- cemented/tacked - 204-203 -cemented/tacked - 203-202 -cemented/tacked - 202-201 -cemented/tacked
Phase 2 (1 st lift of chip seal)			Phase 2 – in progress
Phase 3 (2 nd lift of chip seal)			Phase 3 – ECD – TBD
Phase 4 (Final sweep of chips)			Phase 4 – ECD – TBD
RGE RD 124 Gravellock (from TWP RD 470 – 463)			
Phase 1 (Soil Stabilization)	July 29	Aug 16	Phase 1 – ECD – Mid August
Bridge Construction			
TWP RD 494 west of SH 857	Sept	Oct	Bridge will be closed to public traffic during construction
Culvert Maintenance	Apr 22	Nov 1	Ongoing
Road Oiling (location TBD)	Aug 19	Aug 30	
Patching Oil Roads	Apr 15	Oct 31	Ongoing
Patching/Shoulder Pulls	Sept 3	Sept 24	
Backsloping- TBD	Oct 7	Oct 18	
Gravelling	Jan 23	Sept 27	
Dust Control- 1st Application	May 6	May 31	Complete
Dust Control- 2nd Application	Aug 6	Aug 9	