

Employment Opportunity



Position: Administrative Specialist – Water and Wastewater

Service Area: Siksika Infrastructure and Public Works

Location: Siksika Nation

Salary: Based on Education and Experience

Date Posted: June 18, 2026

Closing Date: July 2, 2026

Competition Number: SIAPW-01-07-2-26

POSITION SUMMARY:

The Administrative Specialist – Water and Wastewater provides key administrative, coordination, and documentation support to the Water and Wastewater Division of the Public Works Department. This role supports both the Community Water and Wastewater Team and the Individual Water and Wastewater Team by managing records, maintaining regulatory documentation, supporting operational workflows, and assisting with reporting and communications. The Administrative Specialist contributes to the efficient delivery of essential water and wastewater services and supports the overall effectiveness of Siksika Nation Administration.

DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

1. Support invoice processes, mileage reporting, and coordinate with Accounts Payable Clerk for invoice payments.
2. Create and issue purchase orders; process and prepare invoices for goods and services.
3. Provide comprehensive administrative support to the Water and Wastewater Supervisor, Coordinator, Crew Leader, Operators, Labourers, and Public Works operations.
4. Prepare, format, and maintain a variety of documents, reports, correspondence, records, and operational documentation.
5. Manage filing systems (both physical and electronic) to ensure accurate, secure, and accessible information.
6. Maintain and update records related to Boil Water Advisories, Do Not Consume Advisories, water quality notifications, and public communication materials.

MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities

- Knowledge of Water and Wastewater operations or regulatory frameworks is an asset.
- Knowledge of water and wastewater terminology, regulatory reporting requirements, and record retention practices.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams, PowerPoint).

Education and Experience

High school diploma or equivalent.

Post-secondary education in Office Administration, Business Administration, Records Management, or a related field is considered an asset.

Minimum three (3) years of administrative experience, preferably in Public Works, utilities, municipal government, infrastructure, construction, engineering, environmental services, or a related field.

Professional Designation/Certification/Licenses:

Valid Alberta Class 5 Driver's License in good standing is required.

Three years Driver's Abstract required.

Other:

Requires general knowledge of the Siksika Nation culture and some ability to communicate in the Siksika language.

EMAIL recruitment@siksikanation.com To Apply, Receive a Job Description or Employment Application form.

CALL 403-734-5567 or 403-734-5579 to learn more.

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community,

