



Manager – Birch Hills Gas Co-op Ltd.
Location: Wanham, Alberta

Birch Hills Gas Co-op Ltd., a member-owned rural natural gas distribution utility established in 1973, is seeking a dedicated and experienced Manager to oversee the daily operations of our organization. We proudly serve the surrounding communities by providing a safe, reliable supply of natural gas to our members and customers.

Position Overview

The Manager is responsible for the leadership, operation, and maintenance of the natural gas distribution system. Key responsibilities include:

- Leading, supervising, hiring, and training staff while fostering a culture of integrity, and a positive, team-oriented work environment
- Preparing and managing annual budgets, project estimates, and long-term infrastructure plans
- Maintaining accurate financial records and overseeing internal controls
- Ensuring compliance with all applicable legislation, regulations, and industry standards
- Supporting the Board of Directors through effective communication and operational reporting

Qualifications & Experience

The ideal candidate will bring:

- High School diploma or equivalent
- Strong interpersonal and communication skills
- Proficiency with Microsoft Word and Excel; experience with Sage 50 and GasMan is an asset

- Previous managerial experience, including budgeting and staff supervision
- Ability to interpret and apply the Rural Utilities Act and associated regulations
- Minimum Class 5 driver's licence with a clean driver's abstract; willingness to obtain Class 3 an asset
- Background in oil & gas or utility operations, with solid knowledge of pipeline construction and AMR systems
- Valid H2S Alive, Standard First Aid, and TDG certifications
- Basic understanding of Alberta Labour Standards
- Willingness to complete the FedGas New Manager Training Program and obtain a Polyethylene Pipe Fusion Joining Certificate an asset
- Mechanical aptitude and strong troubleshooting abilities
- Ability to work collaboratively with a Board of Directors

What Birch Hills Gas Co-op Offers

- Competitive salary
- Comprehensive benefits and pension package
- Ongoing training and professional development
- A respectful, integrity-driven workplace culture
- The opportunity to work in a scenic rural community

Please forward your cover letter and résumé to careers@birchhillsgas.ca. Deadline is February 12, 2026 or until a suitable candidate has been selected.

For more information call the Board Chair, Maurice Lemay, @ 780-814-4285, or Vice-Chair, Derek Dreger, @ 780-814-0841.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.