

FINDING WORK IN

Government of Alberta



FORT MACLEOD

Southwest Alberta

QUICK FACTS

- Most of the employment in Fort Macleod is in the services-producing industry, such as retail trade; business and other services; and health care and social services.¹
- The main occupational groups in Fort Macleod are sales and service; trades, transport and equipment operators and related occupations; business, finance and administration; and management.²
- Visit the Fort Macleod municipal government website at www.fortmacleod.com to find out more about Fort Macleod.



About Fort Macleod

Fort Macleod is located 50 kilometres west of Lethbridge and 175 kilometres south of Calgary. The town had a population of 3,021 in 2011.³

Agriculture, government and tourism-related services make up a large part of Fort Macleod's economy.

Retailers and manufacturers cater largely to farmers and ranchers in the region. In addition, Fort Macleod is a regional service centre for the agricultural industry and is a growing regional maintenance centre for wind power companies. Wind power maintenance companies generally recruit graduates of Lethbridge College's wind energy program.

Government service employers are the largest employers in Fort Macleod and include Alberta Education-Livingstone Range School Division, Alberta Health Services and the Town of Fort Macleod.

The Empress Theatre, Fort Museum of the North West Mounted Police and Head-Smashed-In Buffalo Jump are some of the local tourist attractions that contribute to the economy and provide jobs to residents.

Visit the Fort Macleod municipal government website at

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www.fortmacleod.com to find out more about Fort Macleod.

Employment

Most of the employment in Fort Macleod is in the services-producing industry such as retail trade; business and other services; and health care and social services.⁴

Some of the major products/services businesses⁵ in Fort Macleod are:

- Structural Truss Systems (Construction)
- Frans Feyter Construction (Construction)
- Bouvry Exports (Meat Exports)
- Fort Macleod Auction Market (Auction Services)
- O'Sullivan Construction (Cement)
- John's Construction (New Homes)
- Falcan Industries (Trailer Manufacturer)
- Tim Hortons (Food Services)

Fort Macleod's small business employers provide a variety of job opportunities in many business areas. Examples include:

- accommodations
- accounting and bookkeeping
- art galleries
- auction services
- autobody
- automotive sales and service
- baking
- banks and financials
- beauty shops
- business services
- carpentry
- child care
- construction and related
- lawn and grounds maintenance
- retail stores including groceries
- farm supplies and services
- manufacturers

- restaurants
- trucking and hauling

For a complete list of employment areas and individual business contacts, visit the Fort Macleod business directory from the business tab on Fort Macleod's web site at www.fortmacleod.com.

The main occupational groups in Fort Macleod are:

- sales and service
- trades, transport and equipment operators and related occupations
- business, finance and administration
- management⁶

Some employers, such as those in the retail, food service and accommodation industries, hire workers without training or experience. Jobs in these industries that do not require training or experience include sales people, inventory clerks, stock clerks, servers, attendants, kitchen helpers, front desk clerks, housekeeping attendants and labourers.⁷

Other Fort Macleod employers require skilled staff with post-secondary training or certification. Such jobs include: trades workers; automotive technicians; heavy equipment mechanics; machine operators; industry specific technicians; administrative workers; automotive and equipment sales people; and truck drivers.⁸

Some employers offer a variety of job benefits to attract and retain staff, that include flexible schedules, advancement from within, comprehensive training, health and dental, incentive and recognition programs, scholarship programs for students, fitness memberships, volunteer grant programs and product discounts.

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Occupational profiles, which include duties and working conditions, for these occupations are available on the Government of Alberta's Learning Information Service website at www.alis.alberta.ca.

Job Opportunities

Many of the job opportunities are generated by businesses that provide goods and services to the agriculture industry, the residents of Fort Macleod and surrounding area, and the tourists visiting the community.

Agriculture

Many businesses supply and service the agriculture industry. Feed mill, livestock auction and shipping, equipment sales and repair, and farm implement sales businesses provide employment opportunities in Fort Macleod.

Primary agricultural employment opportunities within commuting distance of Fort Macleod include positions at cow-calf, swine and dairy operations, feedlots, and irrigated field crop and dry land farms. Jobs include general farm worker, pen checker, harvesting labourer, machinery operator, supervisor, manager and agricultural commodity truck driver.

Agricultural job opportunities are often posted on the Service Canada Job Bank website at www.jobbank.gc.ca and the Agricultural Employment Alberta website at www.agriemployalberta.com. In addition to providing job postings, Agricultural Employment Alberta also provides resume advice to job seekers and referrals to employers.

Health care

Most of the health care jobs in Fort Macleod are with Alberta Health Services at the hospital and the community health centre, which includes a mental health and adult addictions facility. For information about employment opportunities with Alberta Health Services in Fort Macleod, visit www.healthjobs.ab.ca.

Extendicare Fort Macleod is a 50-bed, long-term care facility. It employs assisted-living workers/health-care aides, licensed practical nurses, kitchen helpers, cooks and recreational facilitators. For information about employment opportunities with Extendicare Fort Macleod, visit www.extendicarecanada.com.

There are also jobs at private medical clinics and dental and optometrist offices.

Education

Livingstone Range School Division employs support staff, teachers and administrative leaders at three schools in Fort Macleod. For information about employment opportunities with Livingstone Range School Division, visit www.lrsd.ab.ca.

Municipal government

The Town of Fort Macleod employs a professional staff of managers and unionized staff members. Municipal government occupations include departmental managers, administrative support workers, equipment operators, water treatment and sanitation operators, heavy equipment technicians, emergency medical technicians and recreation managers and staff, including lifeguards. For information on how to contact the Fort Macleod municipal government office, visit www.fortmacleod.com.

Seasonal job opportunities

There are dozens of summer employment opportunities in tourism for local students. Employers like to re-hire previous seasonal employees, but there are also new openings every spring. The Fort Museum alone hires as many as 20 students.

The Empress Theatre Society

The Empress Theatre Society is a not-for-profit organization that provides programming and maintains the historic Empress Theatre. The society hires interpreters, tour guides and projectionists to work during the summer. For information about the theatre, including employment opportunities, visit

www.empresstheatre.ab.ca.

The Fort Museum of the North West Mounted Police

The Fort Museum of the North West Mounted Police provides dramatic interpretation of early culture. It is also home to the North West Mounted Police Musical Ride. Interpreters, dramatic interpreters, tour guides and gift shop clerks are hired to work during the summer. For information about the museum, including employment opportunities, visit

www.nwmpmuseum.com.

Interpretive centres and museums often advertise job opportunities on the Government of Alberta Job Opportunities website at www.jobs.alberta.ca and the Canadian Museums Association website at www.museums.ca.

Fort Macleod Golf Course

The golf course hires seasonal golf shop clerks, back-shop workers, food and beverage servers, food counter attendants,

cooks and dishwashers. For information about employment at the golf course, call the club pro shop at 403-553-4664.

Head-Smashed-In Buffalo Jump

Head-Smashed-In Buffalo Jump is a designated UNESCO World Heritage Site. The interpretive centre explores the culture of the plains people. Employment opportunities exist year-round, however, additional employees, such as interpreters, dramatic interpreters, tour guides, food service workers and gift shop clerks are hired to work during the summer. For information about Head-Smashed-In Buffalo Jump, visit www.head-smashed-in.com.

Town of Fort Macleod

The Town of Fort Macleod hires additional public works workers, labourers, office clerks and lifeguards during the summer months. For information on how to contact the Fort Macleod municipal government office, visit www.fortmacleod.com.

The Ideal Candidate

Employers in Fort Macleod identify the ideal candidate as someone who has a positive attitude, a minimum of Grade 12 education and the basic skills for the position applied for.

In addition, employers in Fort Macleod identify ideal candidates as those who:

- **Are client-focused.** Employers see exceptional customer service as the key way to generate loyalty in their customers. Consequently, employers are looking for workers who have the interpersonal, communication and other necessary skills to provide exceptional customer service to their clients and customers.

- **Have a strong work ethic.** Employers want their employees to have a strong sense of personal responsibility and commitment to work. Ideal candidates are dedicated, dependable, punctual and responsible.
- **Are ambitious, self-motivated and enthusiastic.** Employers are looking for workers with a desire to excel and who are enthusiastic. Ideal candidates are committed to results and willing to learn to achieve these results.
- **Are team players.** Employers are looking for workers who enjoy working in a team environment. Ideal candidates are able to work well as part of a team as well as able to work well independently, when required.
- **Have good problem solving, systems thinking and organizational skills.** Employers are looking for workers who can identify problems and generate solutions. Ideal candidates are able to use these problem-solving skills to enable them to multi-task effectively and efficiently.
- **Are respectful and friendly.** Employers are looking for workers who work well in a respectful and friendly environment with a diverse team.

Job seekers looking for seasonal employment during the summer in tourism must demonstrate excellent interpersonal and communication skills. Candidates must be comfortable representing the organization and working with groups of people on an independent basis, without a staffing partner. The ideal candidate for a tourism position in Fort Macleod has a background or interest in dramatic arts or fine arts, is energetic and has a strong desire and willingness to learn.

Job search

Employers advertise job openings in a variety of ways, including

- ads in local newspapers, such as the Macleod Gazette
- refer a friend programs where staff earn money for each successful person the company hires
- on job posting websites, such as:
 - Service Canada Job Bank (www.jobbank.gc.ca)
 - Kijiji (<http://lethbridge.kijiji.ca>)
 - Southern Alberta jobs on-line (www.sajobline.com/)
- signs posted at local business premises
- community bulletin boards, such as those found in post offices and grocery stores
- word of mouth

Employers, especially small businesses, often have job openings that are not advertised. This is called the “hidden job market.” Job seekers need to be prepared to undertake a proactive job search aimed at the hidden job market. To learn more about developing a proactive job search strategy, visit the *How to Find Jobs in the Hidden Job Market* link from the *Job Information* tab on the Labour Market Information Gateway (www.lmigateway.ca) home page.

For a listing of employers in Fort Macleod, go to their *Business Directory*, which lists businesses in Fort Macleod and area at www.fortmacleod.com, and select the *Business* tab on the home page.

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Consult *Finding Work At* job search resources to learn about specific occupations, requirements and application procedures for individual employers located in Fort Macleod. These job search resources are available electronically on the Labour Market Information Gateway web site (www.lmigateway.ca) and in print form at the Rural Alberta Business Centre in Fort Macleod.

Skill Gaps and Labour Shortages

Fort Macleod town officials and employers report that increased activity in the oil and gas industry in the western provinces has reduced the size of the labour pool that local employers draw from to find qualified staff for available positions. A slowdown in the oil patch may ease potential labour shortages.

Many Fort Macleod business owners are nearing retirement age. Business owners need to start a succession plan for their businesses.⁹

There is currently a shortage of youth labour in Fort Macleod. Youth are not staying in the community and are citing a lack of opportunity as the reason.¹⁰ This has translated into labour shortages for businesses and non-profits, which rely on youth labour for entry-level and seasonal positions.

To address the need for long-term job opportunities for youth, the town has worked with Alberta Economic Development and Tourism to retain and expand local businesses as well as attract new businesses to town.¹¹

Construction and manufacturing employers report having difficulty recruiting trades workers and qualified workers to design roof truss and metal siding packages.

Sales and service employers report continuing difficulties in recruiting and retaining workers due to availability of higher paying jobs and advancement opportunities offered through entry-level positions available in other industries.

Future Trends

The town's economic development officer is dealing with the cancellation of the Alberta Safety and Law Enforcement Training Centre. The anticipated arrival of ancillary services such as a full-service hotel, restaurants and food catering, automotive and retail services will no longer happen.

Since the infrastructure for the site was already developed by the town, alternative development plans are underway for the site. Council has already decided to move forward with the development of the 320-acre Southeast Business Park on the site. The park will allow for continued business development and should translate into increased economic and employment opportunities.¹²

Provincial budget reductions will negatively impact employment opportunities in Fort Macleod. Government funded services, such as health and primary and secondary education are main employers in Fort Macleod. For example, the Lethbridge College has announced the closure of its Fort Macleod campus due to reductions in provincial funding.¹³

Given the current financial situation in Alberta, local employers are not anticipating

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the realignment of Highway 3 to be developed any time soon.¹⁴

The town has approved the development of the Macleod Meadows residential subdivision east of Extra Foods.¹⁵ The increased capacity for housing development should translate into employment opportunities associated with home building.

The town's Economic Development committee is exploring ways to support business development, including the establishment of a business incubator co-operative on Main Street.¹⁶

Fort Macleod has established a Rural Alberta Business Centre where a small business advisor provides information and support services to small businesses, helping with start-up and growth. The project is a cooperative venture between the provincial government, Chamber of Commerce and the Town of Fort Macleod.

There are mixed sentiments about employment growth in Fort Macleod over the next five years. Prior to the cancellation of the Alberta Safety and Law Enforcement Training Centre, in a survey of Fort Macleod employers by Community Futures/Alberta Southwest, 48 per cent of businesses surveyed said they expect to add new positions over the next five years. Of the employers surveyed, 58 per cent said they are likely or very likely to add skilled labour to their workforce.¹⁷ Since the cancellation of the Alberta Safety and Law Enforcement Training Centre, employers are re-evaluating future growth.¹⁸

The Mayor of Fort Macleod wants a renewed effort to maintain and protect Fort Macleod's provincial historic area in the

downtown core. As a centrepiece to the community's economic development, the historic area needs to be preserved or the integrity of the buildings will be at risk.¹⁹

Community Resources

A variety of community resources exist for those seeking employment in Fort Macleod.

Rural Alberta Business Centre (RABC)

The RABC provides small businesses and entrepreneurs with one stop access to free information, advice and research services for all stages of business. To access this information, visit www.rabc.ca.

Rural Alberta Business Centre

P.O. Box 1420
2360 7 Ave.
Fort Macleod, AB
T0L 0Z0
403-553-2201

fortmacleodrabc@gmail.com

Alberta Human Services

Alberta Human Services provides employment and training services, income and child support services, and health benefits. Their Alberta Works Centres offer job search and career information, as well as access to computers and telephones. For more information, visit www.employment.alberta.ca.

Lethbridge

Provincial Building
Main Floor
200 Fifth Ave. South
Lethbridge, AB
T1J 4L1
403-381-5751

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Claresholm

Provincial Building
190 46 Ave. West
Claresholm, AB
T0L 0T0
403-625-4457

Pincher Creek

Provincial Building
160 782 Main St.
Pincher Creek, AB
T0K 1W0
403-627-1125

Crowsnest Pass

Provincial Building
Main Floor
12501 20 Ave.
Blairmore, AB
T0K 0E0
403-562-3285

Town of Fort Macleod

The Town of Macleod provides information about the community and economic development. To access this information as well as an on-line business directory, visit www.fortmacleod.com.

Alberta SouthWest Regional Alliance

The Alberta SouthWest Regional Alliance provides information and resources on business activity, economic development and tourism in southwest Alberta. To access this information, visit www.albertasouthwest.com.

Information Collection and Research Methodology

Information sources for this report are many and may include websites, employers, associations, governments, and/or other sources. The information contained in this report was current as of the date shown. Salaries, wages, educational programs, employment, economic and labour market conditions may change. Verify the information in this report with additional sources before making any career, employment, education or business investment decisions.

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¹ Statistics Canada. 2007. Fort Macleod, Alberta (Code4803019) (table). 2006 Community Profiles. 2006 Census. Statistics Canada Catalogue no. 92-591-XWE. Ottawa. Released March 13, 2007. <http://www12.statcan.ca/census-recensement/2006/dp-pd/prof/92-591/index.cfm?Lang=E> (accessed October 12, 2011).

² Statistics Canada. 2007. Fort Macleod, Alberta (Code4803019) (table). 2006 Community Profiles. 2006 Census. Statistics Canada Catalogue no. 92-591-XWE. Ottawa. Released March 13, 2007. <http://www12.statcan.ca/census-recensement/2006/dp-pd/prof/92-591/index.cfm?Lang=E> (accessed October 12, 2011).

³ Statistics Canada. 2012. Fort Macleod, Alberta (Code 0291) and Alberta (Code 48) (table). Census Profile. 2011 Census. Statistics Canada Catalogue no. 98-316-XWE. Ottawa. Released October 24, 2012. <http://www12.statcan.gc.ca/census-recensement/2011/dp-pd/prof/index.cfm?Lang=E> (accessed April 4, 2013).

⁴ Statistics Canada. 2007. Fort Macleod, Alberta (Code4803019) (table). 2006 Community Profiles. 2006 Census. Statistics Canada Catalogue no. 92-591-XWE. Ottawa. Released March 13, 2007. <http://www12.statcan.ca/census-recensement/2006/dp-pd/prof/92-591/index.cfm?Lang=E> (accessed October 12, 2011).

⁵ Alberta Community Profiles http://www.albertacomunityprofiles.com/Profile/Fort_Macleod/5

⁶ Statistics Canada. 2007. Fort Macleod, Alberta (Code4803019) (table). 2006 Community Profiles. 2006 Census. Statistics Canada Catalogue no. 92-591-XWE. Ottawa. Released March 13, 2007. <http://www12.statcan.ca/census-recensement/2006/dp-pd/prof/92-591/index.cfm?Lang=E> (accessed October 12, 2011).

⁷ Community Futures/Alberta Southwest, 2011 Business Visitation Report-Fort Macleod

⁸ Community Futures/Alberta Southwest, 2011 Business Visitation Report-Fort Macleod

⁹ Interview with Srecko Ponjavic, RABC, small business Advisor, Friday, January 10, 2013

¹⁰ ibid

¹¹ Fort Macleod Community Profile, http://www.albertacomunityprofiles.com/Profile/Fort_Macleod

¹² *Council to Spend \$9.5 –M on Development in 2013*, Fort Macleod Gazette, Wednesday, March 6, 2013 p. 2

¹³ *U of L, college squeezed by Alta.budget*, Lethbridge Herald, March 20, 2013, p. 1

¹⁴ Interview with Srecko Ponjavic, RABC, small business Advisor, Friday, March 8, 2013

¹⁵ *Council to Spend \$9.5 –M on Development in 2013*, Fort Macleod Gazette, Wednesday, March 6, 2013 p. 2

¹⁶ Meeting with members of the Fort Macleod Economic Development Committee, January 10, 2013, and subsequent e-mail interaction.

¹⁷ Community Futures/Alberta Southwest, 2011 Business Visitation Report-Fort Macleod

¹⁸ Interview with Martin Ebel, Fort Macleod Economic Development Officer, January 10, 2013

¹⁹ *Mayor Wants Historic Areas Discussion*, Fort Macleod Gazette, Wednesday, March 6, 2013 p. 7