

# PUBLIC WORKS SUPERINTENDENT

Department: Public Works

Salary: \$82,500



## Position Overview

This position effectively and efficiently manages, supervises, coordinates and directs all activities of the Public Works Department according to the policies of Council, statutes and regulations of Ontario and bylaws affecting municipal public works operations. The Superintendent also serves as a visible partner in the community and workplace, championing community engagement, development, and sustainability.

## Job Description

The Public Works Superintendent is a vital role that directly reports to the Chief Administrative Officer (CAO) or alternate. They oversee the day-to-day operation and maintenance of municipal infrastructure, systems, and the overall supervision of Public Works personnel. Infrastructure and systems include roadways, sidewalks, and boulevards; stormwater and wastewater sewers and drainage; winter control systems; water distribution; the water and wastewater plants; the cemetery, marina, landfill, and recycling depot; municipal-owned buildings, public works equipment, and fleet.

The Superintendent is responsible for ensuring the efficient and cost-effective delivery of services, which includes designing, budgeting, and implementing infrastructure projects. They also guide and motivate the public works staff to deliver municipal services efficiently while creating a workplace culture founded on trust and transparency. Moreover, the Superintendent recommends policies, plans, and programs that will strategically benefit Nipigon, being innovative, practical, and fiscally sound.

### 1. Essential Responsibilities

- a. Manage the day-to-day operation of the Public Works Division including the management of the Public Works supervisor and union employees, and provide effective leadership and complaint resolution in a unionized work environment.
- b. Oversee the principles and practices of public works administration as applied to the design, construction and maintenance of street, sanitary and storm sewer drainage systems, water distribution systems and other public works facilities and services.
- c. Assist in the development, preparation, and monitoring of operating and capital budgets, manage and control approved fiscal allocations, and approve major purchases and expenditures.
- d. Ensure the Township's drinking water and wastewater plants are being operated in accordance with provincial quality standards and regulations.

- e. Act with independence within policy guidelines, relevant legislation, and contracts; including requirements set out by the Municipal Act, Highway Traffic Act, and Occupational Health and Safety Act.
- f. Effectively plan, prioritize and manage operating/capital budgets, annual work schedules and projects in a multi-function department while considering overall progress and goals.
- g. Assist and work closely with the Township's contracted Chief Building Official (CBO) to provide services required under the Ontario Building Code Act.
- h. Maintain a supportive working relationship with the public, staff and customers to resolve issues and concerns.
- i. Prepare and conduct monthly Public Works Committee meetings; attend regular council meetings as required.
- j. Available to respond during Town emergencies and member of the Emergency Management Program Committee (EMPC) the management team that oversees the development, implementation and maintenance of an organization's emergency management program.

## **2. Essential qualifications**

- a. College diploma or university degree preferably from a Civil Engineering Technology or Technician program preferred, with substantial related experience.
- b. Experience in a supervisory position within a unionized workforce in a progressive public sector environment or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the duties of the position.
- c. Working knowledge of computers, principles and practices, methods, materials and equipment used in the construction and maintenance of municipal infrastructure. Effective written, oral and communication skills to deal tactfully with the public and other municipal employees. Practiced problem-solving and investigative skills.
- d. Strong leadership skills with the ability to interpret and apply collective agreement rules consistently and fairly.
- e. Knowledge and understanding of asset management practices.
- f. Experience supervising construction, repair and operations of water distributions, repair and maintenance of streets, sanitary sewer collection and disposal, storm drainage systems, sidewalks etc. and other public infrastructure.
- g. Experience and knowledge related to the requirements set out by the Municipal Act, Highway Traffic Act, and Occupational Health & Safety Act.
- h. Willing to complete required courses and exams to attain a Building Code Identification Number (BCIN)

### **3. Other Qualifications (These qualifications will be considered an asset)**

- a. Trained in the Safe Drinking Water Act and applicable regulations (i.e. relating to Operator Certification, Drinking Water Quality Standards, etc.).
- b. Ontario Ministry of the Environment (MOE) certification in Water Distribution and Wastewater Collection;
- c. Completion of Class I Waste Water Collection System Certificate of Competency
- d. Certified Road Supervisors Senior Certificate would be an asset
- e. Trained in the Ontario Water Resources Act and applicable regulations
- f. Road Supervisors Senior Certificate in accordance with the Association of Ontario Road Superintendents Certification Program.
- g. Municipal experience.
- h. Working knowledge of all applicable federal, provincial, and local laws, codes and regulations governing the administration of public works functions and activities.
- i. Emergency management operations courses and experience.
- j. Knowledge of GIS systems

### **4. Certifications, Memberships, Licenses**

- a. Preference for Civil Engineering Technology (CET) designation or qualified to apply for their CET, or Professional Engineering Designation (P.Eng designation with PEO).
- b. Membership with OACETT (Ontario Association of Certified Engineering Technicians and Technologists) or the Ontario Society of Professional Engineers is preferred.
- c. Valid Class G Ontario Driver's Licence.

### **Work Environment/Hours of Work**

- This position works both indoors and outdoors.
- The office location will be in the Municipal Office at 52 Front Street.
- Hours of work – this position works weekday hours, with occasional evening and weekend hours.
- Frequent meetings with the Public Works Department, the C.A.O. or alternate, the Administrative Clerk, contractors, and other staff.
- Work may be subject to deadlines to meet Corporate and statutory requirements.

### **Benefits**

This permanent full-time position will receive benefits including participation in the OMERS pension plan (mandatory), vacation entitlement and a comprehensive benefits package that includes life insurance, accidental death and dismemberment, short and long-term disability, extended health and dental benefits following the successful completion of a 3 month waiting period.

## **HOW TO APPLY**

Applicants must submit a resume and cover letter by

**4:00 PM (EST) Friday, May 3, 2024**

addressed to Linda Berube, Deputy Clerk-Treasurer

The Township of Nipigon, 52 Front St., PO Box 160, Nipigon, ON P0T 2J0

or by email to: [lindaberube@nipigon.net](mailto:lindaberube@nipigon.net)

The Township is an equal-opportunity employer which values diversity in the workplace. Please inform us if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. In accordance with the Municipal Freedom Information and Privacy Protection Act, all information collected under the authority of the Municipal Act, 2001 and will be used only during the selection process for the subject of this posting.

The full Job Description can be found on the Township of Nipigon Website at

<https://www.nipigon.net/invest-grow/business-development/employment-opportunities>