



## Corporation of the Municipality of Calvin

### Superintendent of Public Works Job Opportunity

Reporting to the Chief Administrative Officer, the Superintendent of Public Works is a new position within the Municipality of Calvin.

By providing leadership and strategic direction to a portfolio of operational services, the Superintendent of Public Works will be responsible for the administrative and managerial duties of the Municipality's transportation infrastructure, drainage infrastructure, recreation, cemetery, and waste disposal facilities (the Public Works Department).

The Superintendent of Public Works, working in a newly unionized environment, will be responsible for policy development, asset management, program planning, developing and managing a health and safety program, fiscal management administration and for providing operational direction of all services within the Department.

The Superintendent of Public Works will play a key role in leading change management within the Public Works department.

He/she will ensure service delivery is provided in a customer focused and efficient manner to achieve standards established by Council and provincial legislation. He/She will be responsible for ensuring integration with other departments, managing risks and protecting the Municipality's assets.

#### **Duties and Responsibilities**

Responsible for the design, construction, operation and maintenance of the road network as well as supervising construction and inspections and preparing cost estimates;

Oversees drainage systems within the municipality;

Responsible for the operation of the landfill and waste management collection and disposal contracts;

Responsible for the cemetery site and for ensuring compliance with BAO requirements for all activities conducted at the cemetery;

Prepares estimates and administers the department's operating and capital budgets;

Directs the management of all human and other resources of the department;

Prepares formal department reports for submission and presentation to Council, a variety of government agencies, boards, commissions, including the preparation of grant applications and reports.

## **Requirements**

Certified Civil Engineer Technologist designation or an equivalent combination of verifiable education and experience.

A minimum of three (3) years in public works at a supervisory level position in a unionized environment with an eagerness to continue to develop professionally is required. This experience obtained in a municipal setting is preferred.

Heavy equipment operator experience and a class DZ license is required.

A certified road supervisor's designation is a definite asset.

Experience leading departmental change management, strategic planning, setting and managing annual budgets is required.

Proven strong management, leadership, organizational and interpersonal skills are required.

Excellent oral and written communication skills in the English language, including report writing and presentation skills.

A sound working knowledge of word processing, and presentation programs is required.

Experience meeting with the public, sometimes in adverse conditions to rectify concerns is a must.

## **Working Conditions**

Physical demand requires standing, sitting and walking on sites and visual attention for health and safety compliance and personal safety on job sites. Physical dexterity required for walking, bending and minimal lifting as required.

Working conditions vary between a standard office environment to conducting on-site work and inspections; exposure to inclement weather conditions, mud, dirt, noise; and exposure to public criticism/abuse.

During winter periods, and otherwise when needed, be available to operate equipment alongside staff to ensure the municipality meets its service level standards.

Mon-Fri 40 hours per week and some evenings and/or weekend attendance required to attend Council, Committee and other meetings.

Mandatory availability for 'on call' response which requires carrying a cell phone and responding to emergencies that arise requiring oversight; available for overtime hours, when necessary.

Regularly patrols around the municipality and sometimes helps with road crew work. Is sometimes exposed to conditions of severe discomfort caused by temperature extremes, inclement weather, dust, dirt, waste and similar factors.

Works consists of activities creating a high degree of stress such as responding to public complaints, meeting definite deadlines and situations affecting health and safety.

During an emergency, declared or otherwise, staffing requirements can be critical. The Superintendent will be available to work irregular hours performing regular duty tasks or others as required or assigned.

### **Salary & Benefits**

Negotiable based on experience.  
The Municipality offers a comprehensive benefit program.

### **How to apply**

We welcome applications from all suitable and qualified persons!

Before May 14<sup>th</sup>, 2024, submit a cover letter summarizing how you meet the requirements of this position along with a resume detailing your qualifications and experience as they relate to this position as it is described above to [hr@calvintownship.ca](mailto:hr@calvintownship.ca)