

# THE TOWN OF ANTIGONISH

## EMPLOYMENT OPPORTUNITY

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**Position:** Superintendent of Public Works

**Status:** Full Time, Permanent, Non-Union

**Department:** Public Works

**Date:** May 21, 2020

**Reports to:** Director of Public Works

**Location:** Public Works Building

**Salary Range:** \$76,500 - \$88,700

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### General Accountability

Under the direct supervision of the Director of Public Works or designate, the Superintendent of Public works is a non-union position. The individual would be responsible for the documented safe and effective use of Public Works Department resources in dealing with the operation and maintenance of the Town's wastewater/storm water collection and water distribution systems, municipal streets, sidewalks, parking lots, public works equipment maintenance and other duties as assigned to ensure regulatory compliance and provide a safe working environment. Primary responsibilities include supervision of unionized public works staff, developing and posting work schedules, safety training, work related training, providing reports on public work activities, reviewing and undertaking maintenance requirements, assessing and coordinating snow and ice control systems, supervising private contractors carrying out municipal projects, preparing and monitoring of annual operation and capital budgets. In addition, the Superintendent will provide assistance to other management and staff as required and /or as directed.

### Responsibilities

- Directs and provides leadership to staff for department responsibilities, monitors job performance and productivity, and maintains department policy, where required.
- Daily operations:
  - a. Organizes and supervises daily activities by prioritizing and scheduling work in advance based on department workforce and task requirements and/or adjusting workloads for emergencies or special requests.,
  - b. Reporting status of incomplete or completed work,
  - c. Assignment of on-call and over-time to staff
  - d. Approval of biweekly timesheets and vacation requests
  - e. Be available to assess or address Department callout requirements
  - f. Assess and assist with development of Standard Operating Procedures
- Review and undertake equipment and Public Works Building maintenance management requirements
- Ensure staff are adequately safety trained, job trained, have approved Nova Scotia Environment certification where required and all workplaces are maintained in a safe regulatory compliant manner.
- Addresses and provides reports dealing with inquiries, complaints and/or requests from the general public or outside agencies.
- Supervises and performs inspections of daily operations and job sites, and Municipal Service Permits (MSPs) and projects for compliance with Town and/or Government standards and provides reporting and

recommendations for improvements, where required.

- Assess and provide coordination of snow and ice control system to streets, sidewalks and public parking lots.
- Oversees, inspects, and documents activities involved with the maintenance requirements of the water distribution, sanitary/storm water collection systems, streets and sidewalks, curb and gutter, street traffic marking services, snow removal, Public Works equipment, buildings and public parking.
- Water utility meter reads, repairs, installs and inventory are maintained in an approved manner.
- Compliance for water utility regulatory sampling is addressed and records maintained
- Assists with planning and provides coordination and approves contractor related operations such as:
  - a. Repairs for street patching, crack sealing, bridge work, sidewalk and brickwork repairs,
  - b. Water system leak detection and system servicing (hydrant work, valve work, system flushing, etc.)
  - c. Sanitary flow monitoring and Inflow/infiltration (I/I) reduction
  - d. Sewer cleaning and closed circuit tv inspection (CCTV)
- Approves and provides inputs and address department purchasing needs, monitors/controls expenses allocated to assigned budget.
- Maintains department records associated with time sheets, overtime control, payroll, and associated department expenses.
- Provide involvement in special and/or capital projects (paving, sidewalk construction, water main and sanitary/storm sewer replacements, etc.).
- Co-ordinates with Town Departments for various approved needs, as they arise.
- Works within the Collective Agreement for fair administration and efficient use of resources.
- Enforces all safety regulations, policies, and procedures and ongoing department training in accordance with *Nova Scotia Occupational and Safety Act & Regulations* and maintains documentation with respect to same.

## **Qualifications**

### **Education and Experience**

- Minimum 2 years post-secondary technical education relative to the engineering discipline or equivalent
- Minimum Nova Scotia Department of Environment Operator Level 1 Certification in water distribution and wastewater collection or ability to obtain within one year of employment. OIT application required upon hire. Requirement to obtain certifications to match distribution and collection system needs and be in Direct Responsible Charge (DRC) status within 2 years.
- Minimum of 5 years of supervisory experience (preferably in a unionized environment)
- The ideal candidate will have knowledge of all aspects of municipal operations including roads, buildings, water/wastewater systems, etc.
- Safety training in the following areas (and/or ability to promptly obtain training)
  - First Aid/CPR
  - WMHIS
  - Traffic Control person/Temporary Workplace Signage
  - Trenching
  - Fall Arrest
  - Confined Space

### **Knowledge, Skills, Abilities**

- Innovative, self-motivating
- Excellent communication skills and interpersonal skills
- Excellent organization skills
- Possess problem solving ability
- Demonstrate the ability to work to meet deadlines
- Ability to multi-task
- Experience with policies and procedures in all aspects of roads year-round maintenance
- Working knowledge of the operation of heavy equipment (I.e.: tandem or single axle truck, snowplows, backhoe & loaders, sidewalk plows, street sweepers, etc.)
- Knowledge of Asset Management
- Proficient in Word, Excel, and Outlook or equivalent programs.

### **Additional Information**

- Provide proof of driver license and driving abstract
- The successful candidate must supply a recent Criminal Records Check

### **Relationships**

The Superintendent of Public Works is required to work in a professional environment and will work with municipal staff to achieve operational regulatory compliance requirements and provide regular updating and reporting to the Director of Public Works as required.

They will be required to maintain positive relations with Town Departments, government agencies, outside services, utilities, and private contractors. The Superintendent of Public Works is to work collaboratively with staff in providing leadership, exhibiting good judgment and ethical behavior and create a team approach to implementing the initiatives of the Department.

### **How to Apply**

Closing date is June 14th, 2021, 12 pm (noon). Applications submitted beyond this date and time, or incomplete applications, will not be accepted.

To apply for this position, please submit your cover letter, resume and safety certificates to Dianne Wilson, Deputy Clerk, at [dwilson@townofantigonish.ca](mailto:dwilson@townofantigonish.ca) or mail to:

Town of Antigonish  
c/o Dianne Wilson, Deputy Clerk  
274 Main Street  
Antigonish, Nova Scotia  
B2G 2C4

Please note all mailed in applications must be received before June 14th, 2021, 12 pm (noon).

We thank all applicants for their interest, however only candidates selected for interviews will be contacted.