



## Public Works Supervisor

**Position Type:** Permanent, full-time (40 hrs/week, Monday to Friday, 7:00 am to 3:30 pm)

**Location:** Saugeen Shores, Ontario

**Salary:** \$90,978 to \$103,384 per year (depending on qualifications and experience)

### Who We Are:

The Town of Saugeen Shores ("the Town") is a community poised for growth. We pay careful attention to all we value: our beautiful natural environment, located on the shores of Lake Huron, our waterfront and beaches, our community spirit and sense of pride, our inspired residents, and valued visitors. We are guided by our vision - **Future Ready: a committed and focused team, working together to grow and continuously improve to better serve the community.** We work collectively, collaboratively, and positively to benefit all who choose to visit the Town of Saugeen Shores or call it home.

At the Town of Saugeen Shores, we value work-life balance and offer competitive compensation, flexibility in work and opportunities for career growth. Our goal is to attract, develop and retain a highly engaged and talented workforce, while promoting a culture based on Trust, Respect, and Teamwork.

### What we offer you:

- 10 paid personal days in addition to a generous number of vacation days annually
- Comprehensive extended health care and dental benefits
- Enrollment in the OMERS pension plan
- Flexible work arrangements
- Access to an Employee and Family Assistance Program
- A passion for investing in our workforce through continuous learning and development

### About the Role:

We are searching for an a highly motivated individual with progressively responsible experience in municipal public works and operations to join our team. As the **Public Works Supervisor**, reporting to the Manager, Public Works, you are responsible for daily planning, supervising and coordinating of staff, operations and projects as assigned relating to municipal roads, bridges, water and sewer infrastructure in the Public Work's division.

### Key Responsibilities:

- Supervise the delivery of services to ensure services are delivered efficiently, to an appropriate standard, to the appropriate level, and in accordance with applicable policies and legislation.
- Inspect roadways and associated infrastructure to determine the need for repair or replacement and to ensure compliance with the minimum maintenance standards.
- Plan, organize and implement strategies and programs for the effective operation and maintenance of the Town's public works infrastructure including roads, bridges, culverts, drainage systems, sidewalks, signage and safety devices.
- Ensure all vehicles, equipment and machinery are properly maintained and in safe working order. Ensure that all safety checks are completed in a timely fashion.
- Promptly investigate service requests, complaints, problem situations and emergency conditions.
- Provide day-to-day direction and regular coaching to all staff within the division with a goal toward continuous improvement and ensure operational service delivery standards are met.
- Ensure that all activities are carried out in accordance with applicable policies, by-laws and provincial and federal legislation.



### **Education/Specialized Training/Knowledge:**

- A minimum of five years experience in a municipal public work environment, with previous supervisory experience.
- Post secondary education in industry related field and/or industry related experience
- Certified Road Superintendent (CRS) designation is an asset
- Completion of AORS Public Works Leadership Program is an asset
- Valid Class “G” driver’s license and in good standing
- Valid Class “DZ” driver’s license and in good standing is an asset
- Knowledge of provincial legislation relating to water and wastewater treatment, i.e., Ministry of Environment regulations for environmental protection, Ontario Water Resources Act, WHMIS.
- Knowledge of *Municipal Act, Highway Traffic Act, Minimum Maintenance Standards, Occupational Health and Safety Act, Aggregate Resources Act, Signage and Roadside Safety Manual; Municipal Emergency Plan; and Manual of Uniform Traffic Control Devices.*
- Working knowledge of water, sewage, waste management, roads and drainage maintenance.

### **Competencies and skills you bring to the role:**

- **Accountability:** You take ownership of your personal workload, as well as the workload of employees under your direction.
- **Adaptability:** You can adapt efficiently and effectively in response to new processes and changing circumstances.
- **Communication:** You have proven ability to communicate successfully and confidently both verbally and in writing.
- **Commitment to Health and Safety:** You work in compliance with all applicable health and safety legislation and established policies and procedures.
- **Interpersonal Skills:** You exhibit strong interpersonal skills that allow one to work effectively with diverse stakeholders.
- **Leadership:** You have the ability to delegate, inspire, and communicate effectively. You are driven and highly motivated to lead others towards a common goal
- **Problem Solving and Decision Making:** You are passionate about solving problems, uncovering root causes, and proactively finding solutions to achieve Town goals.
- **Resourceful:** You respond to difficult situations or workplace requirements by using the available tools and information to support decisions and solutions.

### **Application Process:**

If you’re interested in joining our team, click the “Apply now” link below to submit your application. We thank all candidates for their interest; however only those selected for an interview will be contacted.

[Apply Now!](#)

**Application deadline:** Monday, February 6, 2023 at 4:30 pm EST

The Town of Saugeen Shores is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Please advise of any accommodation measures you may require during our selection process. Information received will be addressed confidentially. All information collected is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990* and will be used for the purpose of this employment opportunity only.