



JOB POSTING
CUPE Local 4447

Position: Public Works Supervisor	Status: Full-time		
Posting Date: February 19, 2025	Application Deadline: March 5, 2025		
Competition Number: PW2025-02	Wage: As per Collective Agreement		
<p>How to apply:</p> <p>Please drop off your resume with competition number, in confidence, at the Municipality of Grand Lake either in Chipman or Minto as follows:</p> <table><tr><td>Paul Dixon, Superintendent Municipality of Grand Lake 10 Civic Ct. Unit 1 Chipman, NB</td><td>Paul Dixon, Superintendent Municipality of Grand Lake 420 Pleasant Drive Minto, NB</td></tr></table> <p>OR</p> <p>Apply online or Email to: paul.dixon@municipalityofgrandlake.ca (Word or pdf document only please)</p> <p>Only successful applicants will be contacted.</p>		Paul Dixon, Superintendent Municipality of Grand Lake 10 Civic Ct. Unit 1 Chipman, NB	Paul Dixon, Superintendent Municipality of Grand Lake 420 Pleasant Drive Minto, NB
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Nature of Position:

Reporting to the Public Works Superintendent, The Public Works Supervisor supports the efficient and effective operation of the Municipality's engineering through the provision of supervisory and technical support as it pertains to the daily operation of the Public Works Department.

SPECIFIC DUTIES AND TASKS

- Ability to promote and foster effective teamwork, and establish excellence in customer service-oriented environment;
- Overseeing the day-to-day operation and maintenance of municipal infrastructure including municipal sanitary sewer systems and storm sewer systems, buildings, roads, ditches, culverts, pump houses etc.;
- Planning and coordination of the Public Works staff in a unionized workforce, including assigning daily work requirements, ensuring each job has the proper resources, reviewing work periodically and at completion for quality assurance and ensuring regulatory compliance;
- Previous supervisory experience considered an asset;
- Lift station check, sewer rounds, regular testing under the approval to operate set out by Department of Environment;
- Supervising, controlling and coordinating programs, activities and operations within the Municipality's Public Works Department;
- Ensuring staff are knowledgeable and are complying with established procedures and processes;
- Ability to successfully deal with a mix of priorities and able to problem solve under pressure;
- Ability to act with tact and discretion around sensitive issues or situations and to maintain confidentiality; and
- Other duties as assigned.

QUALIFICATIONS

Education and Experience:

- High School Diploma and post-secondary education in a related field;
- Ptech/Ctech certification considered an asset;
- Proven experience as a supervisor or relevant role;
- Class 1 driver licence with airbrake endorsement is required as well as knowledge in the operation and maintenance of heavy equipment and machinery utilized in a public works operation; and
- Willing to obtain Level 2 Wastewater Treatment and Level 2 Wastewater Collection.

Required Knowledge, Ability and Skills

- Familiar with a unionized environment and current on Occupational Health and Safety Regulations;
- Problem identification and problem solving, delegating to employees, dealing with the general public;
- Strong relationship building skills, ability to work with internal and external stakeholders; and
- Ability to work in a computerized environment (i.e. Word, Excel, PowerPoint and Outlook).

THE ABOVE JOB DESCRIPTION REFLECTS THE GENERAL DETAILS CONSIDERED NECESSARY TO DESCRIBE THE PRINCIPAL FUNCTIONS OF THE JOB IDENTIFIED AND SHALL NOT BE CONSTRUED AS A DETAILED DESCRIPTION OF ALL THE WORK REQUIREMENTS THAT MAY BE INHERENT IN SUCH CLASSIFICATION.