



**TOWN OF PICTOU  
JOB POSTING**

**SUPERINTENDENT OF PUBLIC WORKS / TOWN ENGINEER  
FULL TIME PERMANENT**

The Town of Pictou has an opening for the position of Superintendent of Public Works / Town Engineer. This is a full-time permanent position.

**General Duties:** Under the supervision of the Chief Administrative Officer (CAO), the successful candidate will be responsible to carry out all duties related to the operation of the Public Works Department, Water Treatment Facility and Sewage Treatment Facility in the Town of Pictou.

The Superintendant has day to day oversight of staff who maintain the roads and infrastructure in the Town. The incumbent must have excellent multi tasking skills with the ability to trouble shoot and creatively deal with unique situations. Demands for oversight on projects or emergency repairs can happen at anytime of day or night.

The Superintendant will be working in a unionized environment and will have daily interaction with the public, local business owners and contractors.

**SOME SPECIFIC DUTIES & RESPONSIBILITIES:**

- Oversee and direct responsibility for employees in the Public Works Department, Water and Sewage Treatment Facility
- Prepare annual capital budget outlining projects and maintenance requirements to Town equipment and various facilities
- Assess Federal/Provincial (FP) standards for environmental protection which must be met by the water and sewer facilities
- Leverage FP funding where and when available
- Prepare designs and related cost estimates for extensions or changes of sewer and water systems
- Maintain drawings for locations of infrastructure including valves, pumping stations and general well information, pipe location and storm sewer access points
- Execute applications for services such as new connections to the water or sewer system and requests for new driveways or culverts
- Obtain Provincial approvals and permits when required
- Create and maintain standing offer lists for goods and services
- Manage for personnel and machinery for the job(s)
- Prepare long-range projections and capital expenditure and prepare all appropriate budgetary submissions to the CAO as required

- Initiate and maintain contact with contractors through tendering and contracting procedures
- Prepare and maintain performance appraisals
- Ensure safe programs in all aspects of the Public Works operations
- Respond to citizen concerns or inquires
- Ensure care and well being of all municipally owned public property
- Liaise with the Building Officials
- Prepare and submit monthly activity reports to the CAO for a report to Council on the operations of the Public Works Department
- Perform any other duties as required

**Qualifications:**

- Strong technical skills
  - Preference will be given to individuals with Project Management Certification and/or an Engineering Degree
- At least five years overseeing major projects and experience working in a construction and/ or project environment
- Must have excellent interpersonal skills and demonstrate experience in leading a team while preparing and managing budgets
- Must have a clean driver abstract, excellent safety record and provide a criminal records check

**General:** The successful candidate will be eligible to participate in the Town's benefit plan. Annual memberships and professional training are supported by the Town. Candidates are asked to submit a resume and cover letter to: [kyle.slaunwhite@townofpictou.ca](mailto:kyle.slaunwhite@townofpictou.ca) or in hard copy to 40 Water Street, Pictou, Nova Scotia no later than 4pm April 22, 2021.