



Infrastructure & Public Works Supervisor

About Torbay

The beautiful Town of Torbay is a vibrant community with over 7,899 residents on the Avalon Peninsula of Newfoundland and Labrador. Torbay is home to over 150 businesses, three schools, and numerous community groups. Situated right on the Atlantic Ocean, Torbay offers breathtaking views in a scenic, rural setting. Conveniently bordering the capital City of St. John's, all urban amenities, including major retail centers and an international airport, are within a few minutes' drive.

The Position

The Town is currently searching for a motivated, energetic, and enthusiastic individual to join our team as **Infrastructure & Public Works Supervisor**.

Reporting to the Director of Infrastructure and Public Works (DIPW), the Infrastructure & Public Works Supervisor is responsible for the provision of operational leadership over the roads, water & sewer, and parks & recreation divisions. This position also maintains a number of Town owned buildings and operational areas including the following: Public Works Depot, Town Office, Fire Station, Museum History House, Water Distribution Facilities, Municipal Water & Wastewater Operations, Waste Management, Mobile Fleet Management, Fleet Management Preventive Maintenance, Municipal Enforcement of Bylaws, Street Maintenance, Snow Clearing along with numerous playgrounds and open spaces.

Furthermore, the Infrastructure & Public Works Supervisor also performs operational, administrative, fiscal, and people management responsibilities to ensure effective operation of the divisions listed above. In this role, you will also be required to provide guidance and direction to employees and inspire dedication, performance, and quality work. The position is also responsible for creating an open and collaborative work environment that fosters new ideas, innovative solutions and a commitment to accountable service delivery and ensures compliance with respective legislation. Finally, the successful incumbent may also serve in the position of Acting Director of Infrastructure and Public Works on a temporary basis from time to time as required.

Major Duties & Responsibilities

Specifically, the Infrastructure & Public Works Supervisor will:

- Promote the Town's vision, values, priorities and objectives to staff, colleagues, and the public.

- Foster effective working relationships based on mutual respect and accountability to citizen interests.
- Establish and maintain excellent and effective customer service relationships with all internal and external stakeholders including the public and local community groups.
- Maintain a high level of professional with sensitivity to public needs; encourage high-quality communications, teamwork, and knowledge sharing.
- Plan, prioritize, direct, coordinate, and supervise the day-to-day activities ensuring they are performed in a safe, timely and professional manner.
- Assign work tasks, programs, and initiatives, monitor workflow and service quality, mentor staff toward the effective resolution of issues, and review and evaluate work.
- Collaborate with the DIPW, DHR and the CAO on Occupational, Health and Safety (OHS), early and safe return to work and Workplace Health, Safety, and Compensation Commission (WHSCC) matters.
- Assist the Director of Infrastructure and Public Works with various infrastructure projects throughout the Town, from budgeting to tracking the projects.
- Participate in the budget process, forecasting needed staffing, equipment, materials, and supplies and approving expenditures within established financial controls.
- Lead various operational initiatives; draft related reports and conduct operational studies to maximize efficiency and recommend the appropriate course of action to the Director in developing or revising policies and procedures.
- Create a respectful and collaborative working environment that fosters new ideas, cohesiveness, innovative solutions, and a commitment to accountable service delivery.
- Ensure fiscal accountability and that all revenue and expenditures are accurately recorded on a daily basis; verify payroll data and follow up on any items for clarification or resolution.
- Oversee the facilities to ensure they are clean, safe, and secure and maintained to required standards.
- Ensure area of responsibility operates within the requirements set forth by legislation (e.g., Access to Information and Protection of Privacy Act) and Town information management policies, procedures, and guidelines.
- Evening and weekend work are required.
- Perform other related duties and responsibilities within the scope of the position.

Description Disclaimer

The successful applicant will be required to participate in all training programs applicable to this position and other related work. The above statements reflect the general duties considered necessary to describe the principal functions of the job identified and shall not be considered a detailed description of all work requirements that may be inherent in the job.

Essential Qualifications

The ideal candidate will have successfully completed high school in addition to being a graduate of a post-secondary program in a related field (i.e., Civil Engineering Technician, relevant trade, or specialization) and possess a minimum of five (5) years of

experience in progressively more responsible supervisory and management roles in the area of public works, ideally in a unionized environment; or any equivalent combination of experience and/or training acceptable to the Town. The candidate must demonstrate strong management, delegation, planning and leadership skills; recordkeeping, material handling, documenting, and writing reports skills; excellent interpersonal, organizational, and communications skills; demonstrated ability to work effectively as a team leader and provide high quality customer services; possess a valid driver's license.

Hours of Work

Regular Hours of Work are 7:30AM to 3:00PM Monday to Friday (35 hours per week).

Application Process

Applications complete with a cover letter and resume can be emailed, in confidence to Mark Whalen, Director of Human Resources at mwhalen@torbay.ca no later than **4PM on Friday June 2nd, 2023.**

If you are searching for a dynamic position and are looking to join a high-functioning team, we want to hear from you!

This is a full-time position with excellent pension and benefits and a competitive salary.

The Town of Torbay wishes to thank all interested applicants. Only those selected for an interview will be contacted.