Public Works Superintendent (North)
Job Posting

The Municipality is seeking a dedicated and experienced PW North Superintendent to oversee the safe, efficient, and compliant operation and maintenance of municipal infrastructure, wastewater systems, treatment facilities, and equipment.

The ideal candidate will:

- Demonstrate strong leadership, organizational, and team management skills.
- Excel in problem solving, communication, budgeting, and operational planning.
- Has Class II Wastewater Treatment Plant Operator & Class II Wastewater Collection certifications

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Apply today and help shape the future of our community!
Submit cover letter & resume to:

Kellie Seaman, HR Generalist
kseaman@cumberlandcounty.ns.ca

Closing Date: December 7, 2026 at 1:00 p.m.

Visit our website for a detailed position description and salary scale.
www.cumberlandcounty.ns.ca

Department of Public Works

Job Title
Public Works North Superintendent

About the Role

The PW North Superintendent oversees the operation and maintenance of the Department's infrastructure and equipment in rural wastewater systems. They play a key role in ensuring the Department's objectives are met and operations are in compliance with applicable legislation and by-laws.

This position reports to the Director of Public Works.

Responsibilities and Duties

a. Ensure work is performed in compliance with applicable health and safety standards, including requirements from the Occupational Health and Safety Act and Regulations.
b. Oversee the functions of Municipal infrastructure and treatment facilities to ensure they are in compliance with all Provincial, federal and Municipal operational standards.
c. Prepare reporting as required by Wastewater System's Approval to operate and Federal wastewater regulations
d. Serve as the direct responsible charge of wastewater collection systems and wastewater treatment plants throughout the Municipality.
e. Develop work plans, systems and practices that prioritize the safety of the public, contractors and Municipal partners.
f. Conduct risk analysis of work sites and create plans to minimize risks.
g. Create plans for the daily operations of Municipal infrastructure.
h. Develop and update emergency response plans.
i. Schedule preventative maintenance for equipment.
j. Schedule repairs for unforeseen and emergency circumstances.
k. Train team members on employment duties, safety procedures and Municipal policies.
l. Manage team members by allocating resources, planning daily schedules and coordinating the callout program to dispatch crews.
m. Ensure team members obtain and maintain required certificates.
n. Address performance issues with team members as they arise.
o. Maintain Municipally owned buildings (Upper Nappan Service Centre) and facilities in accordance with established standards and strategies.
p. Consult with the Director of Public Works regarding operational programs, capital projects and budgets.

q. Ensure operations are conducted in a cost-effective manner and remain within budget constraints.
r. Complete daily logs of all activities.
s. Prepare and maintain data and documentation in accordance with the Municipality's Records Management Policy.
t. Maintain and update operation manuals.
u. Maintain records of new installations, equipment and upgrades.
v. Provide regular communications and reports to the Director of Public Works to keep them informed of decisions and operations.
w. Respond to inquiries about service delivery issues and manage work orders.
x. Select tools and equipment that meet the safety, cost effectiveness and operational needs of the Department.
y. Perform other duties as assigned or required.

Qualifications

a. Minimum five years' experience managing employees.
b. Class II Wastewater Treatment Plant Operator.
c. Class II Wastewater Collection.
d. A valid Class 3 driver's license with Air Brakes designation, or ability to obtain as soon as reasonably possible.
e. Current Driver Abstract report.
f. Satisfactory criminal record check.
g. Knowledge of applicable health and safety standards from the *Occupational Health and Safety Act* and *Regulations*.
h. WHIMS, First Aid, Traffic Control Person, Fire Extinguisher use, Defensive Driving, Excavation Safety, Fall Restraint, Temporary Workplace Signer, Workplace Inspections, Due Diligence for Supervisors, Lockout and Confined Space and Advanced Incident Investigation certification required, or ability to obtain as soon as training is available.
i. Demonstrated knowledge of general construction principles, wastewater treatment practices, plumbing, electrical and mechanical installations is essential.
j. Ability to operate various types of machinery and equipment.
k. Strong problem solving and analytical skills.
l. Physical ability to perform work involving lifting, carrying, pushing, and pulling.
m. Excellent interpersonal skills.
n. Ability to exercise sound judgment.
o. Experience using Windows operating systems, Microsoft Office and facility instrumentation.

Salary, Benefits and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

Job Level 6.5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	$76,299	$78,927	$81,646	$84,459	$87,272	$90,178	$93,181

This is a full-time, permanent position based at the Municipality's offices located in Upper Nappan, NS.

We offer a competitive group benefits package and participate in the Public Sector Superannuation Pension Plan (PSSP) to support employees' health, wellbeing, and financial future. We also support a positive and engaging workplace through wellness initiatives, social activities, and opportunities to connect with colleagues.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment; it can be found here:

https://www.cumberlandcounty.ns.ca/government/policies/2645-personnel-policy-handbook-october-2024-1/file.html