



## Cape Breton Regional Municipality Job Posting

---

### **OPERATIONS SUPERVISOR – PUBLIC WORKS**

---

**JOB SCOPE** : Working as a team leader and facilitator performing administrative and professional tasks in the organizing and supervision of the district operations including construction and maintenance of streets, right-of-ways, water and wastewater infrastructure. Works under the general guidance and direction of the Manager of Operations.

**STATUS:** Confidential

**QUALIFICATIONS:** (Copies of applicable licenses/certificates/diplomas must be attached to application to be considered)

- Grade 12 or GED equivalent.
- Minimum of five (5) years related experience in a supervisory/management role.
- Direct Public Works experience is an asset.
- Post-secondary education in a related field.
- Any equivalent combination of education and experience.
- Must possess and maintain a valid Nova Scotia driver's license.

**PREFERRED QUALIFICATIONS:**

- Degree in Civil Engineering (B.Eng.)
- Diploma in civil, mechanical or environmental technology.
- Certification in N.S. Department of Environment Wastewater Collection, Level II
- Certified professional, gold seal certified (P.GSC).

**KNOWLEDGE, SKILLS, ABILITIES:**

- Considerable knowledge of municipal engineering principles, practices and methods; thorough knowledge of municipal policies, law and regulations applicable to the field of Public Works.
- Must be a skilled communicator possessing keen interpersonal skills.
- Demonstrated experience in supervision in a Union environment.
- Self-starter with motivational management expertise and the ability to build productive relations.
- Ability to successfully manage, change and participate as a team player.
- Thorough knowledge of equipment, facilities, materials, methods and procedures used in public water supply and distribution systems, sewer collection systems, storm drainage systems, snow and ice control procedures and street systems; thorough knowledge of pipe installation, connection and repair; thorough knowledge of road construction and maintenance.

**CLOSING DATE FOR APPLICATIONS: 4:00 p.m., Monday, Friday, April 17, 2015**

Applications quoting **REFERENCE #14.39-E** should be directed to:

Human Resources Department  
Cape Breton Regional Municipality  
Civic Centre  
320 Esplanade, Suite 404  
Sydney, N. S.  
B1P 7B9

Applications may also be dropped off at the above address during regular working hours. **Although we thank all applicants for their submissions, we will respond only to those we wish to interview.**

---

*CBRM is committed to the principles of Employment Equity and encourages applications from the designated groups; women, visible minorities, aboriginals and persons with disabilities. CBRM encourages the need for respect, integrity, diversity, accountability and the public good.*

## **CAPE BRETON REGIONAL MUNICIPALITY**

---

**POSITION DESCRIPTION: SUPERVISOR OF OPERATIONS**

**DEPARTMENT: PUBLIC WORKS**

**JOB SCOPE:**

Working as a team leader and facilitator performing administrative and professional tasks in the organizing and supervision of the district operations including construction and maintenance of streets, right-of-ways, water and wastewater infrastructure. Works under the general guidance and direction of the Manager of Operations.

**MAIN FUNCTIONS:**

- Supervises department support staff motivating directly or through other staff.
- Participates in recruitment and selection activities.
- Provides interpretation and administration in Labour Relations to ensure consistency in the application of Collective and Supplementary Agreements and Letters of Understanding.
- Participates in grievance procedure and resolution.
- Provides counseling on a confidential basis to staff, including resolution of disputes.
- Supervises and coordinates snow plowing removal and ice control operations.
- Supervises, coordinates and implements construction, maintenance, and operation activities designed to provide sewers, streets and drainage service for the municipality; oversees construction and maintenance work to determine acceptability and conformance to standards.
- Trains, supervises and disciplines employees performing the duties of maintenance, construction and repair of water, sewer street and storm drainage facilities.
- Supervises the control and use of, and assumes responsibility for all labor materials, supplies and equipment used in the maintenance, construction and repair of streets, water systems, sewer collection, and storm drainage systems and other department facilities.
- Requisitions supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, and reports.
- Advises Manager and Director and other regional officials in matters relating to department activities; provides information to various civic, school and public groups and individuals regarding street, water, sewer and drainage problems and services.

- 
- Supervises the location of telephone, power, television, water, sewer lines and other related infrastructure from the appropriate sources prior to excavation and informs crew of such locations.
  - Responds to complaints regarding water, sewer and street infrastructure; evaluates situation, determines if liability lies with the region or the property owner; explains findings to property owners and notifies appropriate water and sewer crew if necessary;
  - Contacts residents and business owners in areas where services will be adversely affected or discontinued and explains when services will be shut off and how soon it will be turned back on.
  - Insures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.
  - Oversees the safety of assigned workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
  - Assists in motivating and evaluating personnel by acting as a liaison between crew members and other divisions.
  - Analyze operating costs and makes recommendations for department budget.
  - Inspects and assists in the control and use of supplies and equipment used in the maintenance, construction and repair of water lines, sewer lines, street, drainage systems and other department facilities to insure that all equipment is in proper working order.
  - Analyzes and projects the needs of the region for equipment, bridges, roads, sidewalk and materials for completion of the same.
  - Provides operations guidance for construction of bridges, buildings, sidewalks, water and sewer installations, culvert installation and road construction.
  - Serves on various employee or other committees as assigned; such as Labour Management and Occupational Health and Safety.
  - Promotes good public and customer relations.

---

**QUALIFICATIONS \*Copies of licenses/diplomas/certificates must be included to be considered.**

*Education and Experience*

- Grade 12 or GED equivalent.
- Minimum of five (5) years related experience in a supervisory/management role.
- Direct Public Works experience is an asset.
- Post-secondary education in a related field.
- Any equivalent combination of education and experience.
- Must possess and maintain a valid Nova Scotia driver's license.

**PREFERRED QUALIFICATIONS:**

- Degree in Civil Engineering (B.Eng.)
- Diploma in civil, mechanical or environmental technology.
- Certification in N.S. Department of Environment Wastewater Collection, Level II
- Certified professional, gold seal certified (P.GSC).

**KNOWLEDGE, SKILLS, ABILITIES:**

- Considerable knowledge of municipal engineering principles, practices and methods; thorough knowledge of municipal policies, law and regulations applicable to the field of Public Works.
- Must be a skilled communicator possessing keen interpersonal skills.
- Demonstrated experience in supervision in a Union environment.
- Self-starter with motivational management expertise and the ability to build productive relations.
- Ability to successfully manage, change and participate as a team player.
- Thorough knowledge of equipment, facilities, materials, methods and procedures used in public water supply and distribution systems, sewer collection systems, storm drainage systems, snow and ice control procedures and street systems; thorough knowledge of pipe installation, connection and repair; thorough knowledge of road construction and maintenance.