

Mayor Tammy Oliver
Deputy Mayor Sherry Lundrigan
Councillors Debbie Newman
 Ann Marie Singleton
 Terry Sheppard
 Darren Smith
Town Manager Vanessa Higgins-Butler

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Email:
spaniardsbay@persona.ca

EMPLOYMENT OPPORTUNITY

Director of Operations & Public Works / Municipal Superintendent

Full-Time | Permanent

The Municipality of Spaniard's Bay is seeking an experienced and motivated professional to lead its Public Works Department.

Reporting to the **Town Clerk/Manager**, the Director of Operations & Public Works / Municipal Superintendent provides leadership for the planning, operation, maintenance, and improvement of municipal infrastructure and services while ensuring safe, efficient, and cost-effective service delivery.

Key Responsibilities

- Lead and supervise Public Works staff, including scheduling, training, performance management, and administration of the Collective Agreement.
 - Oversee municipal roads, drainage, culverts, signage, winter maintenance, and long-term infrastructure planning.
 - Manage water distribution infrastructure, municipal buildings, parks, facilities, fleet, equipment, and preventative maintenance programs.
 - Develop and manage operating and capital budgets, municipal assets, infrastructure projects, tenders, contractors, and consultants.
 - Review development applications, engineering drawings, subdivision proposals, and ensure compliance with municipal by-laws and applicable legislation.
 - Promote workplace health and safety and respond to emergency situations and after-hours operational needs.
 - Prepare reports and provide technical advice to Council, senior administration, residents, and stakeholders.
 - Any other duties assigned by the Town Clerk/Manager
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Qualifications

The successful candidate will have:

- A degree, diploma, or certification in Civil Engineering Technology, Municipal Engineering, Public Works, or a related field.
 - Minimum five **(5) years** of progressively responsible experience in municipal public works, civil infrastructure, construction, or engineering.
 - Supervisory or management experience, preferably in a unionized environment.
 - Strong knowledge of municipal infrastructure, roads, water systems, winter maintenance, asset management, capital projects, contract administration, and municipal planning.
 - Excellent leadership, communication, organizational, problem-solving, and customer service skills.
 - Proficiency with Microsoft Office; GIS, AutoCAD, and asset management software are considered assets.
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Requirements

- Valid Newfoundland and Labrador Class 5 Driver's License.
 - Criminal Record Check and Driver's Abstract.
 - Level II Water Distribution System Operator Certification (or willingness to obtain).
 - Ability to work outdoors in all weather conditions and respond to evenings, weekends, emergency call-outs, and winter storm operations as required.
 - WHMIS/SDS, Confined Space, Traffic Control, First Aid, and other applicable safety certifications are considered assets
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What We Offer

- Competitive salary based on qualifications and experience.
 - Comprehensive health, dental, and life insurance benefits.
 - Vacation, sick leave, and other leave entitlements.
 - An exciting leadership role helping shape the future of the Municipality of Spaniard's Bay.
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How to Apply

Qualified applicants are invited to submit a cover letter and resume outlining their education, experience, and qualifications. Email: spanairdsbay@persona.ca Deadline to apply September 8th, 2026 4pm.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.