



**THE TOWN OF STEPHENVILLE
Invites Applications for
Manager of Municipal Services (3 Months)**

The Town of Stephenville is accepting applications for Temporary Manager of Municipal Services (Three Months)

Under the direction of the Director of Municipal Services, the position will be responsible for the day-to-day operations of the public works department. This position will provide an operation link between public works employees and the Director of Municipal Services. The candidate will be supervising more than 18 employees within the Public Works Department.

Duties:

The incumbent in this position will perform duties as required in a municipal government setting which will include, but are not limited to provision of leadership and day-to-day supervision of public works department including outside suppliers and contractors, and general management of the public works staff and all town infrastructure and operational equipment; supervision and coordination of maintenance of the municipal road network and clearing of snow and ice; supervision and coordination of installation and maintenance of water and sewer system, and supervise related construction projects. Perform other related duties as assigned. This position requires afterwork hours and on call rotation for after hour emergencies.

Qualifications:

The ideal candidate must have proven strategic thinking and proven ability to effectively provide confident leadership; 5 years' experience with a municipal government and a diploma in civil engineering technology and/or related discipline plus successful experience in supervising staff including contractors and in responding to concerns from the public.

- Knowledge and familiarity of the Highway Traffic Act, National Building Code, OH&S Practices and Labour Relations will be an asset.
- Experience in administration and management, finance and accounting, fleet procurement

- Participation in Certification areas of Water and Waste--Water Treatment and Distribution.
- Effective in written and oral communications, conflict management and resolution skills.
- Proficiency in MS Office and modern communication tools
- A valid driver's license is required.
- Able to interpret blueprints for engineering assessments would be an asset.
- A heavy equipment license and operational experience would be considered an asset.

Interested candidates must submit resume and cover letter no later than 4:30pm
March 1, 2023:

Colin Maddock
Chief Administrative Officer
colin.maddock@stephenville.ca

The successful candidate will be required to provide a recent Certificate of Conduct and Vulnerable Sector Check.

February 22, 2023