



**Town of Stephenville**  
**Manager of Engineering & Asset Management**

The Town of Stephenville is located in scenic Bay St. George. It has a sound economic infrastructure based on longtime commercial interests and industries. It has a 42-bed hospital, a thriving education system including the Provincial Headquarters of the College of the North Atlantic, and a multitude of recreational facilities and activities. It has a wonderful blend of intriguing natural beauty, fascinating history, warm hospitality, and rich cultural tradition. The area is home to a blend of French, English, Scottish and Mi'kmaq ancestries, combining to form a unique mixture of culture and tradition.

Since its beginning in May of 1844, Stephenville has grown significantly. The first census report in 1844 cited 103 inhabitants in the area. The 2021 official Census Canada population was 6,540 and is the service centre for an area of approximately 25,000. Stephenville has grown into an efficient and vibrant community. It is the second largest community on Newfoundland's west coast. It provides an exceptional quality of life and has a high level of industrial activity.

Stephenville is hiring the newly created position the Manager of Engineering and Asset Management and will report directly to Director Engineering, Asset Management and Municipal Services. The manager will be responsible for providing expert advisory support on existing municipal building and assets (including water and sewer infrastructure), maintenance and support the acquisition public works assets, project management, monitoring contractor/supplier performances against contract terms and conditions. The Asset Management and Engineering function is currently being reorganized, and it is anticipated that the addition of staff and materials will follow in the near future, the manager is expected to assist in this development. The ideal candidate will foster a results-oriented work ethic, and ability to work independently to produce quality work and recommendations within tight timelines. They will have:

**ROLES AND RESPONSIBILITIES:**

- Oversees and participates in the scheduling of maintenance and required upgrades to critical systems, including water and sewer infrastructure including staff as assigned, and outside suppliers and contractors
- Participates in the annual business plan and budgets, including maintenance.
- Monitors the performance of scheduled maintenance against the annual plan and budget, prepares and submits reports management with the initiative of corrective action as necessary.
- Reviews and approves purchase orders as established by policy.
- Establishes operation procedures, work methods and standards covering services delivered by the Municipal Services / Public Works Department.

- On call responsibilities, including public works winter shifts and water plant/wastewater call in, as directed by the Director of Engineering, Asset Management and Municipal Services.
- Must participate in Certification areas of water and waste-water treatment and distribution.
- Must complete certification in WHMIS, Emergency First Aid.

### **Qualifications and Education Requirements**

A wide range of professional experiences will fit this new position, although this will normally be acquired through:

- Technical degree and/or diploma and/or education in public administration, Business Administration, Engineering or some other related field. Equivalent and relevant experience may be considered.
- Management experience preferably in unionized environment
- The ability to work irregular hours and have the ability to travel.
- A solid understanding of Human Resources and Finance.
- A solid understanding of key legislative and regulatory requirements that apply to municipal, provincial, federal departments.
- Demonstrate ability to motivate and collaborate with others to build effective working relationships.
- Excellent written and verbal communication skills.
- Strong analytical, planning, organizational and time management skills
- Software skills in MS Office products
- Able to interpret Blueprints for engineering assessments.
- Must have a valid Newfoundland and Labrador Driver's License.

This is a full-time position with competitive compensation and competitive benefits package.

Given the nature of this position and the need to respond to municipal issues in a timely manner, preference will be given to those residing in Stephenville and the surrounding area. Must have a valid Class 5 Newfoundland & Labrador driver's license in addition to an acceptable Driver's Abstract, a Certificate of Conduct and a Vulnerable Sector Screening

If you are interested in an opportunity to become part of a dedicated team to provide effective and efficient municipal services and programs, please submit a covering letter and resume. The letter and resume should clearly outline how you meet the qualifications for this position and why you want to work for the Town of Stephenville, and provide at least three (3) professional references to [jennifer.brake@stephenville.ca](mailto:jennifer.brake@stephenville.ca)

Hours of Work:	40 hour per week
Closing Date:	November 17, 2023
Expected Start Date:	As soon as possible

This opportunity is only available for candidates legally entitled to work in Canada. We thank all applicants for their interest, however, only those candidates being considered for an interview will be contacted.