



**THE CORPORATION OF THE COUNTY OF PRINCE EDWARD
JOB OPPORTUNITY**

**SUPERVISOR, CONSTRUCTION AND TECHNICAL SERVICES (FULL-TIME, PERMANENT)
OPERATIONAL SERVICES GROUP**

FILE #: 2024-88

About Us:

Prince Edward County is fortunate to boast a mixture of prosperous agricultural lands, rural and environmentally-protected landscapes, varied and stunning shorelines, and an array of quaint towns and villages. It is these elements, taken together, that define The County's desirable quality of life and quality of place. What is most valuable, and worth protecting, will always lead back to our roots, set deep into the physical elements that shape this island.

We recruit people that have an ability and desire to make positive change, believe in inclusion and collaboration, and work hard to give back to our local and vibrant community. Our employees are offered more than a job. We offer career opportunities to enhance the quality of life of our employees and the municipality as a whole. Your work will benefit our residents, local businesses and tourists and other visitors alike by creating a leading municipality where people want to work and play. As a Certified Living Wage Employer, we are committed to respecting employees, their families, and the community that they live in.

About This Position:

Reporting to the Director, Operational Services, the Supervisor, Construction and Technical Services is responsible for the preparation, coordination, administration and supervision of Capital and Maintenance contracts for the Operational Services Group, representing municipal interests related to Capital and Maintenance projects and liaising with consultants and contractors. The incumbent oversees the daily activities of the Construction and Technical Services team, setting priorities, scheduling work assignments and coordinating staff and equipment.

The ideal candidate will possess the following qualifications:

- Completed post-secondary education in Civil Engineering or related discipline, required.
- Certified Engineering Technologist designation, required.
- Minimum three years of related work experience required, preferably in a municipal and unionized work environment.
- Sound knowledge of the *Occupational Health and Safety Act*, Commercial Vehicle Operators Registration (CVOR), Ontario Provincial Standards Specifications (OPSS), Ontario Provincial Standard Drawing (OPSD), Technical Safety Standards Association (TSSA), and any other associated legislation, regulations, Acts or by-laws.
- Experience with and understanding of contract administration, municipal infrastructure design, drafting, plans and infrastructure inspections.
- Excellent interpersonal and communication skills with the ability to effectively communicate (verbal and written) and to function effectively as part of an interdisciplinary team.

- Demonstrated leadership and people management skills, including effective mentoring, coaching, counselling and conflict management.
- Strong organizational skills, with the ability to prioritize and work efficiently and accurately to meet deadlines in a fast-paced environment, responding with flexibility to changing priorities.
- Proven ability to utilize a variety of software packages, including MS Office applications, AutoCAD, Geographical Information Systems (GIS) and other related solutions. Fixed or asset management software experience, an asset.
- Valid Class 'G' Ontario Driver's Licence in good standing and a satisfactory Driver's Abstract.

The current annual salary range for this position is \$89,852 to \$125,815 as per the Non-Union By-Law. Compensation also includes a competitive benefit package and membership in OMERS, a defined benefit pension plan. Please submit your application prior to 4:00pm on November 29, 2024 to careers@pecounty.on.ca.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (613) 476-2148 ext. 1041.

The personal information being collected will be used in accordance with *The Municipal Act* and *The Municipal Freedom of Information and Protection of Privacy Act* and shall only be used in the selection of a suitable candidate.