



JOB POSTING: Municipal Superintendent

Classification: Permanent Full-Time (Non-Union)

Weekly Hours: 40 hours per week

Number of Vacancies: 1

Wage Information: Salary Range of \$71,000 - \$81,000 yearly

Closing Date: December 19, 2025

The Township of Nairn and Hyman is seeking an experienced, hands-on Municipal Superintendent to lead our small Public Works Department. This is a *working* supervisory position – ideal for an experienced operator who is ready for leadership responsibilities while still performing daily road work, snow removal and municipal infrastructure maintenance. This position reports to the CAO Clerk-Treasurer.

Key Responsibilities

- Operation, maintenance and monitoring of road systems: including snow/ice removal, pothole repair, ditching and culvert work;
- Operation and maintenance of municipal equipment, including snowplow/sander, backhoe, dozer;
- Maintenance and general upkeep of all municipal buildings, parks, and playgrounds;
- Operation of municipal landfill site, recycling depot, and septage lagoon;
- Maintenance of municipal water distribution infrastructure (hydrants, valves, curb stops) and completing utility locate requests. *Note: this position does not include operating the Water Treatment Plant;*
- Operation and maintenance of municipal cemeteries;
- Manage all road construction projects and contracts;
- Supervise, schedule, train, and support a small Public Works team;
- Prepare departmental operating budgets with the assistance of the CAO Clerk-Treasurer;
- Report to the CAO Clerk-Treasurer concerning work progress;
- Prepare reports to Council and attend Council Meetings and Public Works Committee Meetings when required;
- Respond to public inquiries/complaints and after-hours emergencies.

Qualifications

- Minimum 5 years experience in road maintenance and snow/ice removal;
- Managerial experience would be considered an asset;
- Must possess a valid Ontario driver's licence and Class DZ licence;
- Experience with heavy equipment required;
- Strong communication and leadership skills;
- Basic computer skills required;
- Flexible availability during weather events or emergencies;
- Must obtain and submit a satisfactory Criminal Record Check and Driver's Abstract Report.

Compensation

- Permanent, full-time, salary position based on a 40-hour work week. The typical work week is Monday through Friday and can include early mornings, evenings and weekends. The applicant must have scheduling flexibility.
- Competitive wage and benefits package (Salary range of \$71,000 - \$81,000 yearly based on experience).
- OMERS Pension Package

Applications for this position must be received at the Township of Nairn and Hyman municipal office no later than Friday, December 19, 2025 at 4:00 p.m. To view the full job description please visit our website at www.nairncentre.ca

Interested applicants can mail, email or drop off their resume in-person, with a covering letter to:

Belinda Ketchabaw, CAO

Township of Nairn and Hyman

64 McIntyre Street

Nairn Centre, Ontario P0M 2L0

Telephone: 705-869-4232 Email: belindaketchabaw@nairncentre.ca

The Township of Nairn and Hyman is an equal opportunity employer and will make accommodations available to applicants with disabilities upon request and throughout the entire recruitment process. While we appreciate all applications received only those selected for an interview will be acknowledged. Personal information submitted is collected under the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment.