



JOB DESCRIPTION – MUNICIPAL SUPERINTENDENT

Position Title: Municipal Superintendent

Department: Public Works

Reports To: CAO / Clerk-Treasurer

Status: Permanent, Full-Time (Non-Union)

Hours: 40 hours per week, with flexible hours as required

Salary Range: \$71,000 – \$81,000 annually (based on experience)

1. Position Summary

- The Municipal Superintendent provides daily leadership and operational oversight for the Public Works Department, combining hands-on work with supervisory duties. The role is responsible for the maintenance, monitoring, and improvement of municipal roads, winter control, equipment operation, water distribution infrastructure (excluding Water Treatment Plant operations), municipal buildings and properties, landfill and septage lagoon operations, and municipal cemeteries.
- The position plays a key role in budgeting, asset management, long-term planning, contractor oversight, and responding to public inquiries.
- This position reports to the CAO Clerk-Treasurer and is required to attend Council Meetings and Public Works Committee Meetings as directed.
- The Municipal Superintendent exercises a high degree of independent judgment and professionalism and represents the Township in a positive, customer-service-focused manner.

2. Key Duties and Responsibilities

A. Roads and Municipal Infrastructure

- Perform and oversee the maintenance, construction, and repair of municipal roads, including:
 - Ditching, brushing, culvert installation and maintenance
 - Gravel road maintenance and dust suppression
 - Pothole repair, shoulder maintenance, and erosion control
 - Road signage installation and maintenance
 - Supervision of streetlight maintenance
- Conduct winter control operations, including:
 - Snow plowing, sanding and ice management
 - Monitoring weather conditions and coordinating staff response

- Responding to after-hours storm events and emergencies
- Conduct regular road patrols and inspections to ensure compliance with Minimum Maintenance Standards and municipal by-laws.
- Identify and recommend priority projects, road upgrades, and long-term improvements.

B. Water Distribution Infrastructure

- Perform maintenance on the municipal water distribution system, including:
 - Curb stop inspections, maintenance, and adjustments
- Complete and coordinate all Ontario One Call / utility locate requests for water infrastructure.
- Assist with emergency water repairs (breaks, valve failures, etc.) under the direction of certified operators.
- Maintain accurate logs, mapping updates, and infrastructure condition assessments.
- **Note:** This position does not include operating the Water Treatment Plant or performing duties requiring licensed Water Operator certification.

C. Equipment Operation & Maintenance

- Operate and maintain a variety of municipal vehicles and heavy equipment, including but not limited to:
 - Snowplow/sander trucks, backhoe, loader, dozer
 - Pickup trucks, trailers, mowers, and other small equipment
- Perform minor equipment maintenance and coordinate major repairs with external mechanics.
- Maintain equipment records, pre-/post-trip logs, lubrication schedules, and safety inspections.

D. Municipal Facilities, Parks, Cemeteries and Landfill/Site Maintenance

- Oversee the general upkeep and maintenance of:
 - Municipal buildings and yards
 - Parks, playgrounds, playing fields, and green spaces
 - Operation and maintenance of municipal cemeteries
 - Landfill, recycling depot and septage lagoon site, including site access, signage, and compliance
- Coordinate grass cutting, brushing, and seasonal maintenance tasks.
- Perform minor carpentry, painting, repairs, and maintenance duties as required.

E. Supervisory, Administrative & Budget Responsibilities

- Supervise, schedule, train, support, and evaluate Public Works staff.
- Provide mentoring and ensure proper adherence to Township policies and safety requirements.
- Assist the CAO/Clerk-Treasurer in preparing:
 - Operating and capital budgets
 - Asset management updates
 - Long-term infrastructure and equipment plans
- Monitor expenditures, maintain records, and ensure work is completed efficiently.

- Oversee contractors, tender documents, and construction projects to ensure compliance with specifications and municipal standards.
- Prepare written and verbal reports for Council and attend meetings as required.
- Provide the CAO Clerk-Treasurer with work progress as required.
- Maintain departmental files, logs, inspection sheets, asset data, and safety documentation.
- Commitment to maintain a good working relationship with coworkers, other Township officials, and the general public.
- Ability to take direction.

F. Public Communication & Customer Service

- Represent the Township in a professional manner and ensure all Public Works Department assignments are completed in a prompt, efficient, and safe manner.
- Respond to resident inquiries, service requests, and complaints in a timely and professional manner.
- Provide accurate technical information to the CAO Clerk/Treasurer, Council, regulatory bodies, and the public.
- Represent the Township in dealings with contractors, utilities, regulatory agencies, and partner municipalities.

G. Health & Safety Responsibilities

- Ensure compliance with the Occupational Health and Safety Act and all Township safety policies.
- Conduct workplace hazard assessments and ensure staff use proper PPE.
- Report all incidents, near-misses, and hazards immediately.
- Promote a culture of safety and continuous improvement.

3. Minimum Qualifications

- Minimum 5 years experience in municipal or comparable road maintenance and winter control operations.
- Comprehensive technical and practical knowledge of the materials, methods and techniques relative to road projects, snow/ice removal, and other road issues.
- Experience operating heavy equipment and municipal vehicles.
- Valid Ontario Class G licence and Class DZ licence.
- Strong leadership, communication, and interpersonal skills.
- Ability to work independently, make sound decisions, and manage competing priorities.
- Basic computer skills (email, word, spreadsheets).
- Must obtain a satisfactory Criminal Record Check and Driver's Abstract.
- Mechanical aptitude or equipment repair experience.

The Following Experience is Considered an Asset

- Previous supervisory or foreman-level experience.
- Knowledge of water distribution systems and locate requirements.
- Knowledge of municipal legislation, MMS standards, and public works best practices.

4. Working Conditions

- Combination of outdoor physical work and indoor administrative work.
- Work performed in all weather conditions, including extreme heat/cold, snowstorms, and rain.
- Exposure to noise, moving machinery, dust, chemicals, and road hazards.
- Frequent operation of heavy equipment and municipal vehicles.
- Availability required for early mornings, evenings, weekends, and emergency callouts (weather events, water breaks, etc.).

5. Compensation

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