



Town of Westville  
PO Box 923  
2042 Queen Street  
Westville, NS  
B0K 2A0

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The Town of Westville (Town) is seeking a highly skilled and motivated individual to join our team as the Superintendent of Public Works. Located in the picturesque Pictou County area of Nova Scotia, the Town has a growing population of approximately 3700 (2021 census). The Town is poised to enter an exciting period of growth with a number of development projects working their way through the approval process.

The Superintendent plays a key leadership role in the Town. Reporting to the Chief Administrative Officer and working closely with other staff, the position offers an exciting opportunity to play a pivotal role in the development of our municipality while also managing the day-to-day demands of the Public Works Department. The successful candidate will possess proven leadership and communication skills and have solid organizational abilities. They will also be able to interact with staff, the public and elected officials, clearly present written and verbal information, manage conflict, and perform multiple duties simultaneously within deadlines.

The Superintendent leads the operations and maintenance of municipal services including: the preventative maintenance of public infrastructure; control and management of issues related to drinking water, sanitary sewer, and storm drainage; road and sidewalk maintenance and construction; maintenance of municipal parks, trails, and open spaces; overseeing snow removal and management of storm events; maintenance of the City's vehicle fleet and equipment.

The ideal candidate will possess:

- Minimum of eight (8) years of progressively responsible municipal experience, including personnel management in a unionized setting, and experience in managing the operations functions of a local government.
- Water Distribution Level II
- Waste Water Level II
- Thorough knowledge of the methods, practices, materials, tools and equipment used in the maintenance, repair and installation of water meters, valves and related equipment, fittings and services.
- Considerable knowledge of the safety precautions and hazards applicable to a multi-faceted municipal workplace.
- Working knowledge of the water distribution and treatment systems.



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- Sound knowledge of SCADA networks and ability to use SCADA to monitor system-operating data.
  - Ability to troubleshoot routine system operating issues and provide related information and assistance.
  - Ability to organize personnel and provide leadership in the achievement of goals and objectives.
  - Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, and Excel).
  - Must have a Valid Driver's License appropriate to the class of vehicles being operated (heavy equipment operation & regular trucks).
  - Must be able to ensure assets (equipment, buildings, properties & vehicles) are in good repair by setting & implementing inspection procedures.
  - Must provide a Criminal Record Check.
  - Good customer service, team leadership & management skills.
  - Personal attributes –respectfulness, flexibility to work outside of regular work hours when necessary, consistent & fair, demonstrate sound work ethics, ability to maintain standards of conduct.

Annual Salary of \$80,000.00+.