

Job Opportunity Supervisor, Public Works



REPORTING TO: Chief Administrative Officer
SUBORDINATE POSITIONS: Public Works Lead Hand
Operator/Labourer
Casual Public Works Employees
REMUNERATION: This is a salaried, full-time permanent position with pension and benefit program.

OTHER TERMS AND CONDITIONS OF EMPLOYMENT:

Although not a condition of employment, it is preferable that the Supervisor, Public Works reside within the Town of Mulgrave for the term of employment.

SCOPE:

Reporting to the Chief Administrative Officer, the Supervisor, Public Works is responsible for the overall management of the Town's Public Works Department. The Supervisor will be designated as the "Supervisor of Town Infrastructure", ensuring the integrity of the Town's systems and infrastructure. The Supervisor will also be designated as the "Town Engineer" and the "Town Traffic Authority".

SPECIFIC DUTIES:

The Supervisor, Public Works is responsible for the day-to-day operations of the Public Works Department. A complete job description is available on our website.

STATEMENT OF QUALIFICATIONS:

Education:

- Successful completion of Grade 12.
- Accreditation from a recognized institution in one or more of the following trades: machinery, plumbing, carpentry, electrical, or related trade.
- Alternatively, strong experience in a similar position may substitute for some of the formal educational requirements.

Experience:

- At least five years experience in a Public Works Department or similar work environment.
- Previous experience in Municipal Government is an asset.

Further details regarding certification, knowledge, abilities and personal suitability qualifications are available within the job description.

If you are interested in applying for this key position within the Town of Mulgrave, please submit your cover letter and resume to cao@townofmulgrave.ca by **Oct 16th, 2026**.