



## Town of Oxford Employment Opportunity Public Works Supervisor

The Public Works Supervisor is directly involved in decision-making, budget preparation / management and policy development. The Public Works Supervisor is responsible for managing the human and financial resources for the Public Works Department, ensuring the most efficient and effective use of resources to provide and maintain Town-owned facilities and services; including the management of water and wastewater systems. The Public Works Supervisor is required to be a working supervisor – hands on with the Public Works Department.

Preferred candidates will be qualified in Class II Water Distribution & Water Treatment and Class I Wastewater Collection & Wastewater Treatment. Candidates not currently qualified would be required to complete the necessary coursework to obtain the qualifications in a timely manner.

Candidates must have a high-school diploma, post-secondary education is an asset, and demonstrated experience in the delivery of municipal services, budget preparation and management, and project management. In addition, possessing credentials in traffic control, WHMIS, heavy equipment certification, trenching, fall arrest, confined space, confined space rescue, and trained with using multi gas detectors would be an asset. Additional critical skills required is excellent communication, time management, and organizational skills.

A copy of the Job Description can be found on the Town of Oxford website.

[www.town.oxford.ns.ca](http://www.town.oxford.ns.ca)

Interested applicants must submit a resume and cover letter outlining their relevant skills, knowledge, and experience for this position. Applications should be clearly marked “Public Works Supervisor”, and will be accepted until 3:00 pm on Friday, May 6, 2022. Please forward all applications to:

Linda Cloney, Town Clerk  
105 Lower Main Street  
Oxford, NS B0M 1P0  
[lcloney@oxfordns.ca](mailto:lcloney@oxfordns.ca)

We appreciate all expressions of interest for this position, however; only those applicants receiving an interview will be contacted.