



Position Title: **Public Works Supervisor**
Reports To: Director of Public Works and Fleet
of Direct Reports: 10+
Status: Full-time
Revision Date: February 19, 2026

JOB PURPOSE

Reporting to the Director of Public Works and Fleet, The Public Works Supervisor is a leadership position responsible for directing the day-to-day operations of the Public Works Department. The role leads the planning, coordination, and delivery of infrastructure maintenance and improvement initiatives to ensure reliable, high-quality municipal services for the community.

This position supports the efficient and sustainable stewardship of municipal assets while advancing community growth and service excellence.

SPECIFIC ACCOUNTABILITIES

- Supervisor and coordinate work plans, and timelines, ensuring compliance with applicable regulatory requirements and industry standards.
- Lead, mentor, and supervise Public Works Department staff (including Transfer Station operations), providing clear direction, coaching, and performance support.
- Promote a positive, collaborative workplace culture focused on teamwork, professionalism, and continuous development.
- Plan, coordinate, and supervise winter control operations (including on-call response), ensuring appropriate staffing, equipment readiness, and timely service delivery during adverse weather.
- Maintain winter control due diligence documentation, including patrols, road/weather condition monitoring, material application records, and operational logs.
- Lead spring cleanup activities, including sweeping, debris removal, drainage/ditching work, culvert inspections, and remediation of winter-related damage.

- Supervise employees responsible for gravel road maintenance, grading, dust control, asphalt work/patching, and coordination of traffic control measures.
- Conduct regular safety meetings and ensure training, coaching, PPE use, and safe work practices are implemented in accordance with the Occupational Health and Safety Act (OHSA) and municipal policy.
- Oversee the day-to-day operation and maintenance of municipal infrastructure, including sidewalks, roads, streetlighting, line painting, water meters, meter readings, water repairs, and brush maintenance.
- Respond to emergencies and incidents, coordinating actions with relevant authorities and agencies as required.
- Assist with the review, maintenance and updating of Standard Operating Procedures (SOPs) to ensure consistency, safety, and compliance.
- Coordinate contractors and external service providers as required, monitor progress/quality, and verify work completion and deliverables.
- Communicate effectively with residents, community groups, and local businesses regarding planned and ongoing projects, service impacts, and anticipated timelines.
- Ensure compliance with applicable municipal, provincial, and federal legislation, regulations, and standards governing Public Works activities, and liaise with government authorities and agencies as required.

WORKPLACE REQUIREMENTS

- Valid Ontario Driver's License in good standing
- Ability to work in a variety of environments, including office, shop/yard, Transfer Station and outdoor work sites in all weather conditions.
- May be required to work extended hours and participate in an on-call/standby rotation during winter control, emergencies, and peak operational periods.

RELATIONSHIPS

Internal: All departments within the Municipality of Red Lake

External: Residents, contractors, MTO, Ministry of Labour, Waste Management partners and any other related organizations.

KNOWLEDGE, SKILLS & TECHNICAL ABILITIES

- Relevant post-secondary education in Civil Engineering (ie. C.Tech or CET would be desirable), Public Administration, or a related field is an asset.

- Minimum five (5) years of progressively responsible experience in Public Works, including project management and demonstrated team leadership.
- Demonstrated strong leadership skills, including the ability to lead by example, build a positive and accountable team culture, and motivate staff to deliver safe, efficient, high-quality public services.
- Proficient in Microsoft Office (Word, Excel, Outlook) and general computer applications.
- Strong understanding of winter maintenance operations and due diligence practices, including route planning, levels of service, material application, and operational documentation.
- Knowledge of road construction and maintenance practices, including gravel road maintenance, grading, drainage/ditching, culvert installation/repair, and basic asphalt repair.
- Working knowledge of traffic control and work zone safety requirements and the ability to implement and monitor safe work practices on active roadways.
- Successful completion of Ontario Traffic Council (OTC) Book 7 Traffic Control / Temporary Conditions training (or equivalent), or willingness to obtain.
- Ability to conduct and document field-level risk assessments, tailgate/toolbox talks, and job site inspections.
- Proven ability to schedule, assign, and supervise work in a seasonal, operational environment, including after-hours/on-call response as required.
- Effective verbal and written communication skills, including the ability to prepare clear operational documentation and reports.
- Water Quality Analyst certification considered an asset.