

## **Superintendent of Public Works**

**Date:** March 14, 2022

**Location:** City of Weyburn – Public Works

Weyburn is a thriving prairie city nestled in the southeast corner of Saskatchewan and a dynamic community providing exceptional quality and opportunities for its residents and visitors. The City of Weyburn is a multifaceted organization employing much of the local public in a variety of meaningful careers. The City strives to be an engaged and diverse employer with approximately 105 employees, increasing to over 130 during summer months. The City of Weyburn is offering an opportunity to with the Engineering Department reporting directly to the Director of Engineer as the Superintendent of Public Work. As we continue to grow and prosper as a community, we seek a motivated and innovative employee to join our team!

The incumbent is responsible for the overall management and operations of the City of Weyburn Public Works department, providing leadership and oversight to the transportation and utility divisions, fleet services and support staff. The employee group consists of both Out of Scope Employees as well as Unionized employees with CUPE Local 90.

### **Administration**

- Directly manages Transportation Division, Utility Division, Fleet Services Division, Airport and Landfill.
- Develop or review and amend policies such Public Works focused bylaws, policies and procedures.
- Development of departmental operation procedures and efficiencies

### **Financial Leadership**

- Preparation and management of annual operating and capital budgets for all reporting divisions
- Responsible for pre-budget costing and estimating of capital projects within Public Works.
- Monitor ongoing operational expenditures
- Track projects, timelines and escalate any concerns or items out of scope of budget.

### **Tender and Procurement Management**

- Preparation and management of Tender and RFP processes for procurement of equipment, goods and services
- Lead the procurement process to ensure all equipment and supplies needed for capital projects are obtained to meet established project timeline.
- Manage the RFP lifecycle from creation to selection, and provide informed recommendations to City Council.
- Provide day to day leadership to all purchasing staff

### **Government and Public Relations**

- Liaison and consultation with governmental agencies in relation to legislative requirements, programs and funding arrangements
- Serving on various boards and committees and attending occasional City Council meetings
- Address general public inquiries, communicate with stake holders and user groups and consult with media to provide updates.



## CITY OF WEYBURN CAREER OPPORTUNITY

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### Minimum Qualifications:

- Minimum of five years management/operations experience;
- Must hold and maintain a class 5 Driver's license; and
- Experience within a municipal environment would be considered an asset.
- A degree or 2-year diploma with a focus on Civil Engineering or Public Works would be an asset
- Water and Waste Certification would be an asset.

### Additional Information:

- **Job Status** – Permanent full time
- **Classification** – Out of Scope
- **Benefits** – The City of Weyburn's benefit packages includes: Dental Coverage, Extended Health Care, Life Insurance, Accidental Death, Disease & Dismemberment, Long Term Disability and Pension Plan.
- **Application Deadline** – The position will remain open until a suitable candidate is found.

### To Apply:

Please submit your resumes and cover letters directly to **Brittaney Hutt, Human Resources Manager** at [careers@weyburn.ca](mailto:careers@weyburn.ca) or drop off your information at city hall. The City of Weyburn thanks all applicants for their interest in this employment opportunity but only those applicants invited for an interview will be contacted.