****

**Job offer: Public works supervisor**

**Immediate superior: Administrator**

**Salary: Advantageous remuneration according to the education and experience of the candidate, including group insurance and pension plan**

**Hours of work: 7:00 a.m. to 4:00 p.m. Monday to Friday (on call evenings and weekends every second week**

JOB DESCRIPTION:

The role of the public works supervisor is to ensure proper functioning of the potable water system and the municipal wastewater treatment system, the maintenance of streets, paths, equipment, tools and municipal buildings. Notify the Administrator of the village's needs in terms of supplies, repairs to the village's equipment and infrastructure. Supervise the activities of employees and contractors. Keep an up-to-date inventory of village equipment and tools. Ensure that equipment and resources are used efficiently. Make sure to keep a good relationship with members of public.

SKILLS AND ABILITIES

* Having knowledge and skills in plumbing, carpentry, mechanics, electricity and in the operation of heavy machinery would be an asset
* Leadership skills that enable effective decision-making in stressful situations
* Excellent personal initiative and demonstrate organizational skills
* Ability to manage multiple projects at the same time
* Good interpersonal skills and strong public relations skills, with the ability to deal effectively and courteously with staff, management, elected representatives, intergovernmental organizations, the public, entrepreneurs, while ensuring respect for privacy.
* Demonstrate the ability to use their creativity to plan and manage equipment / materials and projects in the village and to find solutions to operational and personnel problems.
* Be concerned about the quality of their work and ensure customer satisfaction

MAIN FUNCTIONS

* Monitoring and control of drinking water and wastewater treatment systems according to established standards.
* Supervision and control of personnel, materials and equipment in order to respect budgets.
* Maintain good relations with citizens, work colleagues, suppliers and resources in the region.
* Ensure that the documentation required by the municipality and the departments is properly completed and stored.
* Report to City Council.
* Ensure that healthy health, safety and environmental habits are followed.
* Respect the village standards and policies.
* Participate in the improvement and beautification of the municipality's infrastructure.

N.B. These are only the main tasks of the position; related tasks may be assigned from time to time. In addition, the employer reserves the right to modify the tasks following changes in the work organization.

JOB REQUIREMENTS

* Certificate of technologist in civil engineering or municipal management, or have equivalent practical experience in management of equivalent municipal works. Have an accreditation for the operation of drinking water and wastewater systems or be ready to take an online course.
* Respect the confidentiality of the information processed. Have a good work and attendance history.
* Take training regularly and participate in various meetings.
* Able to use the computer for reporting, project management, inventories and research.
* Work in both official languages.
* Have a valid driver's license

To respond confidentially to this request, you are invited to submit your resume and cover letter, by email, in Microsoft Word or PDF format to: Lilianne Cayouette at: dg@villagecharlo.com or at the following address: 614 , rue Chaleur, Charlo, NB E8E 2G6 no later than May 1, 2020 before 4:00 p.m.

Our thanks to the candidates for this position; only the selected candidates will be contacted.