

Notice of Employment Opportunity

November 10, 2021

Assistant Drainage Superintendent

The Town of Tecumseh, with a population of 24,000 offers a near perfect balance of small-town qualities with big city amenities and opportunities. The Town is situated close to an international metropolitan population of five million; yet small town service and friendliness prevail. This is enhanced by the warm climate and natural beauty of its southwestern Ontario location. With successful industrial and business sectors, a commitment to sustainable, planned development, and a wealth of cultural and recreational opportunities, Tecumseh offers a vibrant destination to call home.

The Town of Tecumseh is currently recruiting for a progressive, dedicated, customer focused professional to fill the full-time position of Assistant Drainage Superintendent.

Job Summary

Reporting to the Manager Engineering Services, the Assistant Drainage Superintendent is responsible for assisting in the administration of various matters carried out under the *Drainage Act*. This includes, but is not limited to, liaising with landowners on drainage issues; inspecting and managing drain maintenance, repair, and improvement projects; coordinating, scheduling and liaising with contractors, consultant and landowners, organizing and participating in various meetings and construction activities; reviewing reports, drawings and tenders from consultants; preparing tender documents and takeoffs for maintenance work; preparation of assessment schedules to be used by Finance to bill out drain construction/maintenance costs; site surveys and examining existing infrastructure. Additionally, the Assistant Drainage Superintendent provides support as needed to assist the Manager Engineering Services with administration of Capital Works projects including, road reconstruction, sanitary/storm sewers, watermains and developments

Qualifications and Requirements

Candidates must have a University degree in Civil Engineering or Environmental Science/Studies, or College diploma in Civil Engineering Technology or Environmental Studies, combined with a minimum three (3) years progressive municipal experience and proficient working knowledge of the *Drainage Act and Tile Drainage Act*. Preference will be given to the candidates who have successfully completed the Municipal Drainage Superintendent Course through Ontario Ministry of Agriculture and Food (OMAF) and Survey Engineering Technician (SURV) Diploma or licensed by the provincial surveying association. Candidates must be willing to obtain Ontario Association of Certified Engineering Technicians and Technologists (OACETT) certification. In addition, the preferred candidate will have exceptional organization, management and public relation skills; and will have excellent oral and written communication skills. Previous experience in the use of surveying equipment, plan review and municipal infrastructure, along with knowledge of *Occupational Health & Safety Act*, Book 7, Highway Traffic Act, Municipal By-laws and other applicable legislation are required.

Terms

The Town is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment, please advise if you require accommodation.

We invite you to visit www.tecumseh.ca to obtain further information about the municipality and to view the full job description for this position.

Salary

The Town offers a starting hourly rate of \$38.05 (2021), in accordance with the Collective Agreement with CUPE Local 702.2. This position is subject to a probationary period of sixty (60) days of work.

Applicants are invited to create a profile and submit resumes through the Town's website at employment.tecumseh.ca by **Wednesday, December 1, 2021 at 4:30 pm.**

All applications are appreciated; however only those candidates selected for an interview will be contacted. Personal information is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* [MFIPPA] and will be used solely for the purpose of candidate selection.