



Drainage Superintendent
Permanent Full-Time
J0424-0996

The Town of New Tecumseth is looking for a Drainage Superintendent to join our rapidly growing team.

Why work with us?

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment.

What we promise:

- flexible work environment, including ability to work from home up to two (2) days per week
- employer paid health and dental benefit packages
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation centres
- professional development opportunities

Reporting to the Manager, Contract Maintenance and Support Services, and as appointed by Council, the Drainage Superintendent leads the coordination and management of municipal drainage projects in accordance with the Drainage Act. This includes supervision of existing drain maintenance, coordination of new drain construction, completion of site inspections, preparation of tender documents and council reports, and providing information and recommendations to Council, contractors, and property owners on drainage matters.

This position requires appointment by Council to be the Town's designated Drainage Superintendent, as required by the Ontario Drainage Act.

This position will additionally be responsible for overseeing the planning, maintenance, and repair of all stormwater infrastructures including, stormwater management ponds, ditches, culverts, catchbasins, storm sewers, etc. Projects related to Transportation, Forestry and Parks may be assigned to this position from time to time as deemed appropriate by the Supervisor or Manager.

How you contribute to our organization:

- Carry out the duties and responsibilities of Town drainage Superintendent as specified in the Drainage Act, associated regulations, and Town policies.
- Maintain and update municipal drain records, reports, plans, and other data including GIS records.
- Conduct regular inspections of drainage works and reports on condition of same to Council.
- Apply project management practices, procedures and methodologies including tools and templates for assigned projects.
- Initiate and administer the maintenance and repair of drainage works including site visits, surveys, and liaison with impacted property owners, Town staff, County of Simcoe staff, Conservation Authority staff, and other impacted parties.
- Prepare Terms of Reference for the release of Requests for Proposal (RFP), Request for Tender (RFT) and Requests for Quotation (RFQ) procurement documents, review, issue and recommend award of work for drain construction and drain maintenance projects in accordance with current statutes, by-laws, and Town policies.
- Author technical reports, memorandums, comments, and letters related to the job responsibilities for distribution as required or directed by the Manager.
- Manage, coordinate, and review the work of consultants retained by the Town to undertake engineering services related to drainage and stormwater maintenance. This includes studies, inspections, surveys, geotechnical services, detailed designs, cost estimates, and tendering.
- Attend and/or testify before the Drainage Tribunal, Council, judicial and quasi-judicial hearings, and discoveries when necessary. Participate in internal and external committees

and working groups if and as required.

- Provide all affected landowners with information regarding responsibilities under Common Law and Statute Law with respect to drainage matters.
- Respond to drainage complaints and provide expertise to internal and external customers on drainage matters, including the management of natural watercourses and wetlands.
- Liaise with government agencies, stakeholders, court of Revision, engineers, contractors, and landowners during petition, construction, improvement, maintenance, and repair processes associated with municipal drains and stormwater infrastructure.

What you bring to the team:

- 3 year College diploma in Civil Engineering Technology or Environmental Technology or similar.
- University degree in Civil Engineering or Environmental Sciences/Studies or similar is preferred.
- Certified Engineering Technologist (C.E.T.) designation by the Ontario Association of Certified Engineering Technicians and Technologists (OACETT).
- Successful completion of OMAFRA Drainage Superintendent course.
- Membership in the Drainage Superintendent's Association of Ontario or willingness to obtain membership within 6 months of employment.
- Certified Project Management Professional (PMP) designation is preferred.
- Requires 3-5 years of experience in a relevant project management position.
- Minimum two (2) years' progressive experience and proficient working knowledge of the Drainage Act.
- Experience working in a municipal setting or with a municipality in the capacity of a drainage engineer or drainage superintendent is an asset.
- Demonstrated experience in stormwater design and construction is an asset.

Salary: \$86,354.00 - \$107,937.83, plus employer paid benefits and OMERS pension plan

Hours: 35 hours per week, Monday through Friday

Start Date: As soon as possible

To apply, please submit a cover letter, resume and copies of the required credentials (certificate, training, etc) on our [website](#) by January 27th.

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0424-0996&BRID=EX270423&SBDID=20651&LANG=1>

We thank you for your interest; however, only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act.

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