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## THE CORPORATION OF NORFOLK COUNTY – JOB POSTING

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**Posting #:** NU 11.25 (repost)

**Position:** Drainage Superintendent

**Status:** Permanent Full Time

**Employee Group:** Non-Union

**Salary:** \$82,868 - \$103,585 per annum

**Division:** Environmental and Infrastructure Services

**Department:** Engineering

**Reports To:** Director, Engineering

**Location:** Simcoe, ON (combination of office and remote work as required)

**Posting Period:** April 2, 2025 to April 16, 2025

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### How to Apply:

Follow the link below for the application process through Google Chrome or Microsoft Edge:

<https://apply.workable.com/j/22EE0FC63D>

- Ensure the file extension for your resume document is .doc, .docx or .pdf
- If you are electing to include a cover letter, the cover letter and resume must be uploaded as 1 file.

Find out more information about Norfolk County here: [Employment at Norfolk County - NorfolkCounty.ca](https://www.norfolkcountycanada.ca/employment)

### Basic Function:

The Drainage Superintendent is responsible for managing all programs and services provided by the Municipal Drainage Services team. To ensure the requirements of the Drainage Act as well as Federal and Provincial policies, procedures, regulations and applicable legislation are met by working with others to provide quality programs and services in the area of Municipal Drainage Services. Appointed by Council as a liaison between individuals, groups, and municipal departments, other agencies, ministries and authorities in an attempt to find resolution to specific private drainage issues.

**Knowledge and Experience:**

- Minimum three (3) year college diploma in Civil Engineering Technology
- At least five (5) years' experience in a municipal environment of a technical nature dealing directly with municipal policies and procedures, construction management and procurement, private landowners, contractors and engineering firms
- Certified Member of O.A.C.E.T.T. as Technologist
- Required to be accepted by OMAFRA and successfully completed the Drainage Superintendents course or willing to complete within 1 year from date of hire
- Proof of competency in surveying through third party certification

**Skills and Abilities:**

- Conflict and resolution skills.
- Complete understanding of the Drainage Act, Tile Drainage Act, and interpreting capabilities for the same.
- Working knowledge of the Federal Fisheries Act, Ontario Water Resources Act, Lakes and Rivers Improvement Act and other appropriate Legislation.
- Advanced surveying capabilities, understanding plans, profiles and drainage reports.
- Knowledgeable of any new products (i.e., Filter cloth, pipe lining, etc.)
- Valid Ontario driver's license and access to a reliable vehicle.
- Computer expertise in corporate standard software (Microsoft Office) and department specific software to data search and entry and to create and modify word processed documents.
- Must be aware of safe work practices as they relate to job responsibilities and work environment, and have an understanding of the Occupational Health and Safety Act.

## **Position Description:**

Accountable for the Corporation's activities with respect to Municipal Drains.

- To act as a Drainage Superintendent with duties and responsibilities as identified in the Drainage Act.
- To report to Council to appoint a drainage engineer.
- To liaise with all stakeholders, including the appointed Drainage Engineer.
- To organize and facilitate regulated public meetings as per the Drainage Act.
- To oversee contractors in completing drain maintenance and construction.
- To oversee multiple Municipal Drainage Services, including the Maintenance Program, the Construction Program, and the Wetland/Riparian Buffer Program.
- To be accountable for the appropriate grant being applied to the proper schedule and proper documentation when being audited. Ensures the net recovery costs invoiced creates a zero balance.
- To ensure all regulations, procedures and requirements set out in By-Laws, Norfolk's policies, the Drainage Act, Tile Drainage Act and other Provincial Legislation relevant to municipal drains are adhered to.
- To keep abreast of legislation and programs relevant to the position.
- To represent the Corporation in Court of Revision, Tribunals, Appeals and other hearings as required.

To represent the Municipal Drainage Act to stakeholders.

- To act as a liaison between individuals, groups, and municipal departments, other agencies, ministries and authorities in an attempt to find resolution to specific private drainage issues.
- To assist stakeholders through each process of the drainage project, from initiation to resolution.
- To provide landowners with information regarding options to resolve drainage issues as per the Drainage Act.
- Preparing reports when appropriate to Council for consideration.

- To seek alternative funding sources.
- To act as the Corporation's representative on County Wetland Drain Restoration Programs.

To lead Municipal Drainage Services ensuring evidence-informed practices are utilized in providing efficient, effective, and quality services.

- To supervise County drainage staff in completing drain maintenance, construction and administration activities.
- To recommend appropriate policies, procedures and resources to enable staff to perform tasks efficiently and effectively with respect to Municipal Drainage Services.
- To provide direction, set and monitor goals/objectives, coach and mentor staff.
- To monitor and, if necessary, adjust Municipal Drainage Service goals/objectives based on evidence-informed practices, and to monitor same.

To prepare, coordinate and oversee drainage activities in accordance with the Corporation's policies and procedures as well as relevant governing bodies.

- To oversee all Municipal Drain Engineering and construction activities in accordance with relevant legislation.
- To ensure the engineering and construction is completed in response to landowner drainage petitions or improvement requests.
- To coordinate and administer the Corporation's Regular Drain Maintenance Program.
- To prepare work orders for the Drainage Operators or Contractors.
- To authorize the purchase of materials and services necessary to complete the work.
- To prepare a capital budget for proposed maintenance work and Drainage Superintendent salaries.
- To prepare the budget submittal for grant from O.M.A.F.R.A.
- To track actual costs of all expenditures on drains.

- To develop and review policies, procedures, standards, plans and programs governing Municipal Drainage Services.
- To safeguard material and equipment assets.
- Other duties as assigned.

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The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

Thank you for your interest in this position. Only those to be interviewed will be contacted.