



POSITION: **DRAINAGE SUPERINTENDENT**

POSITION SUMMARY: Under the direction of the Township's Manager of Operations, the *Drainage Superintendent* is a **full-time position** working in the Operations Centre. The *Drainage Superintendent* supports the efficient planning, development, and upkeep of municipal drainage systems, ensuring regulatory compliance, budgeting for drainage projects, and supervising staff and contractors on-site. The Superintendent coordinates the Township's Drainage Advisory Committee and liaises with external stakeholders to advance municipal drainage initiatives.

REMUNERATION: \$82,453 - 96,458 (2025 rate)

START DATE: Immediate.

CORE DUTIES INCLUDE:

- Manage the maintenance of existing drains and the construction of new drains in accordance with the statutory requirements and municipal by-laws under the Drainage Act and Tile Drainage Act.
- Prepare and submit, in a timely manner, all documentation required for submission to the Ministry of Agriculture, Food and Agribusiness (OMAFRA), for maintenance and construction grants, Superintendent grants and any other grants applicable to drainage.
- Prepare and recommends to Council all required policies and procedures as they relate to municipal drainage.
- Supervise the billing for new construction and maintenance of municipal drains as per *Drainage Act* and Agricultural Drainage Infrastructure Program (ADIP) policies.
- Coordinates Drainage Advisory Committee, advising the committee on regulation requirements and Township policies.
- Liaise with regulatory agencies (MNR, DFO, NPCA), neighbouring municipalities, DSAO regarding drainage matters and interact and advocate for Township with engineers regarding new and ongoing drainage reports.
- Directly supervise the drainage excavator operator, contractors and labourers on municipal drain maintenance and construction projects or other projects as directed
- Deal with concerns of ratepayers and staff regarding noxious weeds.
- Issue notices/orders to ratepayers with regards to removing noxious weeds with appropriate timelines and follows up.
- Develop the annual maintenance and capital budgets for municipal drainage work, including 5 and 10-year forecasts, for submission.



QUALIFICATIONS:

- CET (Certified Engineering Technologist) or 3-5 years of related experience such as drainage, construction or agriculture.
- Drainage Superintendent's Course, or willingness of complete without delay, as a condition of employment.
- Thorough knowledge of the *Tile Drainage Act*, Municipal By-Laws, *Provincial Drainage Act*, Ministry of Agriculture, Food and Agribusiness (OMAFRA), Ministry of Natural Resources (MNR), Fisheries and Oceans Canada (DFO), NPCA and general knowledge of farming practices and land use planning.
- Working knowledge of construction design to establish grades, determine cuts and estimate quantities relative to drain construction and maintenance.
- Ability to read and review engineering plans, blue prints, profiles, drainage plans and surveys and advise and direct drainage construction and maintenance procedures.
- Knowledge of heavy construction equipment and operations and ability to supervise and direct field operations.
- Class G driver's license.
- Ability to work flexible hours which may include nights and weekends.

Those requiring additional position-specific information may contact Mark Jemison, Drainage Superintendent.

Qualified candidates are invited to apply online at <https://www.wainfleet.ca/careers> or to submit a resume with a cover letter to the HR Manager by email at careers@wainfleet.ca.

The Township of Wainfleet is an equal opportunity employer committed to inclusive, barrier-free recruitment, selection processes and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Office of Human Resources, hr@wainfleet.ca, if you need assistance. Personal information collected will be used per the Municipal Freedom of Information and Protection of Privacy Act for candidate selection. We thank all applicants and advise that only those to be interviewed will be contacted. No phone calls, please. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.