

Supervisor, Public Works (Regular)

Job Requisition JR-2026-268 Supervisor, Public Works (Regular) (Open)
Job Family CUPE
Start Date 2026-09-21
End Date 2026-10-06
Primary Posting No
External Posting URL https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Operation-Services-Building/Supervisor--Public-Works--Regular-_JR-2026-268
Description Internal Closing Date:
Sept 29, 2026

External Closing Date:

Oct 6, 2026

Note: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Hourly Rate:

52.66

Minimum Weekly Hours:

40

Reporting to the Manager, Roads, Drainage and Airport, this position provides leadership, that includes mentorship, to Public Works staff while overseeing day-to-day operations. This role focuses on fostering a positive work culture, developing team capabilities, and ensuring compliance with municipal standards and WorkSafeBC regulations. The Supervisor plans, schedules, and coordinates crews and equipment, while promoting collaboration and professional growth among team members.

Duties Include:

- Organizes, directs, trains and supervises crews engaged in public works maintenance and construction.
- Arranges equipment, materials and support services from other City departments, contractors, or external groups.
- Provides technical guidance, leadership, including applying current motivation techniques, mentorship, coaching, and direction to staff.
- Schedules and assigns staff and equipment; coordinates supporting services with contractors and external agencies.
- Monitors staffs daily work activities to ensure projects and assignments meet timelines, quality standards, and in accordance with internal safety policies, provincial or federal regulation, and WorkSafe BC.
- Investigates and resolves public complaints and service requests.
- Reviews and approves time sheets, contractor invoices, and material supply bills to ensure accuracy.
- Maintains accurate electronic records and prepares associated operational reports.
- Prepares cost estimates and requisitions as required.
- Supports staff training and professional development initiatives.
- Promotes a safety focused culture including planning and delivery of safety meetings and instructions.
- Supervises maintenance and construction activities on municipal streets, sidewalks, traffic signage, traffic signals and associated ditching of both internal and external forces. Co-

- ordinates with departments and divisions for shared resources.
- Reviews blueprints, designs and plans, grading and levels, requests surveying when required.
- Responsible for ordering inventory for specific construction and maintenance projects and completes material purchases in accordance with established procedures.
- Coordinates and supervises contractor agreements; monitors performance, inspects completed work and authorizes acceptance or corrective measures. May be required on early morning shift during snow and ice control season.
- Operates heavy equipment when required.
- Participates in emergency response operations as assigned.
- Performs related work as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Completion of Civil Technology, Associate Certificate or equivalent education.
- Minimum 5 years of public works operations experience including 3 years in a supervisory role.
- Valid Drivers' License, Class 3 complete with "Endorsement 15" Air Brake Ticket.
- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Sound knowledge of computers and related software and general office equipment.
- The ability to operate heavy equipment to achieve maximum production with full attention to crew safety and the prevention of incidents for both manual and equipment operation in a safe and efficient manner.
- Considerable knowledge of practices, methods, materials and equipment used in roadway construction and maintenance evidenced by progressively responsible experience and demonstrated proficiency in applicable work.
- Strong safety focus with knowledge of the occupational hazards and WorkSafeBC safety regulations applicable to the work.
- Effective leadership and team supervision with a focus on mentorship and staff development.
- Ability to read plans, blueprints, and grade stakes.
- Effective use of computer software and programs (MS Office, City Works, asset management systems).
- Working knowledge of safety procedures of ground disturbance of underground and surface utility services.
- Excellent communication skills (oral and written) and ability to exercise diplomacy, courtesy and tact when dealing with employees, contractors, members of the public and user groups.
- Demonstrated willingness and ability to undertake additional training relating to the duties of the position.
- Able to plan, schedule and coordinate the effective deployment of manpower and equipment.
- Effective communication and conflict resolution.
- Coaching and performance management abilities to foster a positive and inclusive work environment.
- Able to estimate time, equipment, and material required to perform tasks.
- Ability to adapt to changing priorities and respond to emergencies.

Preferred Knowledge, Skills and Abilities:

- Supplemental Technical Training.
- Experience with asset management and GIS systems.

To Apply:

Please submit your resume, quoting the appropriate competition online at [vernon.ca/careers](https://www.vernon.ca/careers) by selecting “apply” and creating a candidate profile.

- Internal applicants are asked to apply using their worker profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. Please note that we are unable to accept phone calls regarding application status.

Worker Sub-Type	Permanent
Location	Operation Services Building
Time Type	Full time
Locations	
Supervisory Organization	Public Works