



## **Public Works Superintendent**

### **Permanent Full-Time Position**

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As the most northerly township in the County of Simcoe, the Township of Tiny offers 70km of coastline along beautiful Georgian Bay. The municipality's approximate population of 13,000 residents at least doubles in the summer as the region is a popular destination for both tourism and cottagers due to its beautiful waterfront areas and small-town appeal.

Due to a vacancy, the Township of Tiny is currently seeking a qualified candidate for the position of Public Works Superintendent.

Reporting to the Director of Public Works, the Public Works Superintendent is responsible for the operation, maintenance and monitoring of roads, parks and rental facilities systems and ensuring legislative compliance. The Public Works Superintendent supervises the activities of the roads and parks department staff, assists in the development of tenders, monitors/manages operational and capital budgets, assigns staff workload, sets priorities, answers questions, resolves problems, deals with residents, and monitors work. Lastly, the Public Works Superintendent is deemed to be an "Essential Service" in the event of an emergency.

#### **Qualifications**

- Graduate of college/university in a civil engineering program.
- Alternatively, a combination of education and experience will be considered.
- Designation such as C.E.T., P. Eng. C. Tech. or C.R.S.. considered to be an asset.
- Minimum 5-10 years of public works experience or applicable related experience.
- Must be trained and remain up to date on requirements relating to:
  - Book 7 Traffic Control
  - Minimum Maintenance Standards
  - WHMIS
- Valid Class "DZ" Driver's Licence and Surface Miners Certificate considered to be an asset.
- Knowledge/experience in tools such as chain saws, mowers and miscellaneous small equipment.
- Knowledge of regulations relating to salt management, Minimum Maintenance Standards, gravel pit operation, drivers' hours, road construction, drainage etc.
- Knowledge and understanding to direct routine and preventative maintenance of vehicles and equipment.
- Demonstrated ability to use a personal computer and familiar with spreadsheet and word processing programs.
- Detailed knowledge of health and safety regulations, requirements and best practices to ensure a safe working environment
- Able to meet the requirements of a "competent person" and have supervisory responsibility as defined in the Occupational Health and Safety Act.
- Proven ability to assess and respond to complex situations.
- Team leader with the ability to nurture a working environment that encourages employee input and participation.
- Demonstrated ability to perform work with relative independence and judgement with initiative required to meet department operating, capital requirements and process abnormalities.
- Knowledge and understanding of heavy equipment, machinery and specialized

- equipment used in the operation and maintenance of parks and roads.
- Public relations and interpersonal skills to address concerns in a professional and courteous manner.
- Capable of handling multiple, changing priorities with frequent interruptions in an environment where decisions must be made quickly.
- Bilingualism in English and French considered to be an asset.

*Please note that a current and acceptable Criminal Record Check is required for this position at the incumbent's expense*

**Hours of Work**

40 hours per week

**Rate of Pay**

The Township of Tiny offers a competitive compensation and benefits package. The pay range for this position is \$50.97 to \$63.71 per hour.

Visit [www.tiny.ca](http://www.tiny.ca) for a detailed job description.

**How to Apply**

Qualified applicants are encouraged to submit a resume and cover letter to:

Human Resources  
Township of Tiny  
130 Balm Beach Road West  
Tiny, Ontario L0L 2J0  
Fax: (705) 526-2372  
Email: [humanresources@tiny.ca](mailto:humanresources@tiny.ca)

Resumes will be accepted until 12pm on July 21, 2026. We thank all applicants who apply for this position but only those selected for an interview will be contacted.

**Artificial Intelligence**

The Township of Tiny does not use artificial intelligence (AI) to screen, access or select applicants.

**Accessible Accommodations**

The Corporation of the Township of Tiny is committed to an inclusive and barrier-free recruitment and selection process. Please inform us should an accommodation be required at any point in the recruitment process. Information received relating to accommodation needs of applicants will be addressed confidentially.

**Disclaimer**

Personal information collected will only be used for candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O., 1990, c.M.56.