



Regional Director of Public Works

The Towns of Annapolis Royal and Middleton are located in the wonderful Annapolis Valley, approximately 50 km apart.

Annapolis Royal is a charming, seaside town, richly steeped in culture and heritage. It is situated between mountain and sea, Annapolis Royal offers a stunning waterfront shopping area, an enviable selection of restaurants and world class accommodations, important heritage sites, an exciting arts community and theatre, and wonderful recreational opportunities. To learn more about Annapolis Royal, please visit www.annapolisroyal.com

Middleton is full of small-town charm and known as the “Heart of the Valley”, Middleton serves as a regional centre for business, education, health, and recreation services. Our community is a delightful town with immense potential, complemented by strong values in diversity and accessibility. To learn more about Middleton, please visit www.discovermiddleton.ca

Our Opportunity

We are looking for an exceptional leader who uses their robust experience with roads, water and sewer line construction and maintenance, to mentor and support a fantastic and talented team. Reporting to the CAO, you will provide sound advice and recommendations to the both the CAOs and Councils of these two Towns regarding all Public Works matters, with a focus on continuous improvement and implementing changes. This is an exciting prospect for an individual to experience the similar but different aspects of small towns in Nova Scotia as well as identify opportunities for shared resources and efficiencies that can lead to long-term sustainable practices for the communities.

Why work with us?

We truly value our people, which means you will be joining an incredible team, in a supportive and positive environment. We are passionate about the roles we play in providing superior service within our community and we take considerable pride in the goals we accomplish together. We invest in our people through supporting and encouraging professional development, so you have the tools to safely succeed in your role. Our core values of trust, respect and accountability are extremely important in all we do, and we build our team to share and model these values. Best of all, we like to have fun! We prioritize having fun while we work hard as a team; we enjoy connecting with each other and we genuinely care about one another.

Work/life balance is important to us, and we want everyone to feel refreshed and recharged to perform their job well. There will be times where you are on call and required to work outside of the regular working hours. We offer the flexibility for you to take this time in lieu to ensure you maintain a great balance.

Benefits include access to an excellent health and dental plan, vision care, disability and life insurance and an employee assistance program. We offer a matched pension plan of 6% and we provide all the technology required to be successful in your role. We provide a generous vacation package, and we want you to use it!



Successful Candidate should:

- Provide positive and supportive leadership to the Public Works teams regarding daily operations, guiding the repairs, maintenance and workplan, with the ability to pivot during emergent circumstances i.e., snowstorm, water main break, etc.
- Develop and execute Public Works operational plans in support of Strategic Plans, identifying key deliverables and key performance indicators.
- Successfully develop and complete maintenance plans for assets including, but not limited to, fleet, facilities, roads, wastewater, and water.
- Have experience maintaining and updating an asset management program, utilizing the information to drive priorities within the capital budget.
- Develop and execute the annual operating and capital budgets for the Public Works departments and Water Utilities.
- Provide detailed recommendations and updates to CAOs and Councils regarding Public Works' portfolio, executing improvements and operational changes.
- Be comfortable preparing and presenting reports for Council; manage tender processes from creation to execution.
- Ensure safety and compliance of the Towns water and wastewater systems, adhering to specific regulations and legislations as detailed within the Nova Scotia Department of Environment and Nova Scotia Utility and Review Board.
- Coordinate and support the activities of the Occupational Health & Safety Committee and CUPE Labour Management Committee.
- Provide effective service delivery to all stakeholders by responding to complaints and inquiries in a professional, knowledgeable, and timely manner.

What we're looking for:

Qualifications:

- Five to ten years of related experience in engineering, public works within the public sector, or commercial construction management.
- Bachelor of Engineering degree, preferably trained in civil engineering.
- Eligible for licensing with Engineers Nova Scotia.
- Demonstrated ability to develop, lead and coach a team
- Excellent communication skills (Written, Verbal and Listening)
- Proficient computer skills in programs such as Microsoft 365; demonstrated support for modern technology and innovation
- Sound, independent problem-solving and organizational skills



Preferred Qualifications

- Experience leading within a unionized environment
- Certified Class I Wastewater Treatment and Wastewater Collection (or willingness to acquire)
- Certified Class II Water Distribution (or willingness to acquire)
- Emergency Management- Incident Command System Certification (or willingness to acquire)

You have a choice in your career. Why not join us, to stay and thrive in your career!

We are equal opportunity employers. We are committed to recruiting a diverse workforce and supporting an equitable and inclusive environment.

Job Type: Permanent, Full Time

Salary Range: \$65,000 - \$100,000 (dependant upon education and/or equivalent experience)

To Apply: Please send your cover letter and resume as one document to hr@town.middleton.ns.ca or mail to Town of Middleton, PO Box 340, Middleton, NS B0S 1P0

Competition will close when job has been filled.

Inquiries: hr@town.middleton.ns.ca