

## **Public Works Supervisor TRAINEE– Town of Eastport**

The Town of Eastport is currently seeking a hands-on and motivated individual to assume the role of Public Works Supervisor. This position is vital in leading daily public works operations and ensuring the maintenance of essential municipal infrastructure.

### **Role Summary**

The Public Works Supervisor is responsible for coordinating, performing, and overseeing a variety of tasks related to the town's water and sewer systems, snow clearing, equipment maintenance, waste collection, and community initiatives. The role demands strong leadership skills, mechanical aptitude, and a dedicated commitment to safety and quality service.

### **Key Responsibilities**

- Plan and assign daily public works tasks.
- Perform hands-on maintenance of water and sewer distribution systems.
- Maintain tools, vehicles, and equipment to ensure operational readiness.
- Support waste collection, snow clearing and participate in community projects.
- Communicate effectively with residents, contractors, and the town administration.
- Assist with developing standard operating procedures (SOPs) and participate in job-related training.
- Participate in the on-call rotation for after-hours support as required.

### **Qualifications**

- Grade 12 diploma (technical training considered an asset).
- Skilled trade certification or equivalent relevant experience.
- Demonstrated mechanical aptitude and strong problem-solving abilities.
- Knowledge of water and wastewater systems is an asset.
- Willingness to obtain heavy equipment certifications.
- Familiarity with NBC, NFC, NEC codes, NL Health & Safety Act, and WHMIS standards.
- Ability to use mobile phone applications for communication purposes.

### **Work Environment**

The position involves outdoor, physical work in all weather conditions, including confined spaces, heights, and noisy or dirty environments. Winter after-hours work may also be required.

## **What We Offer**

The Town of Eastport offers a rewarding municipal career where your skills, leadership, and commitment to public service truly make a difference. We are pleased to provide:

- Competitive wages aligned with experience and qualifications
- Paid annual leave, statutory holidays, and additional time off as per municipal policy
- Employer-sponsored medical and health benefits
- Stable, year-round municipal employment with long-term career security
- On-the-job training and opportunities for professional development and certifications
- A supportive, community-focused work environment where your contributions are visible and valued
- The opportunity to take pride in leading essential services that residents rely on every day

## **How to Apply**

Interested candidates are invited to submit their résumé and cover letter to:

Town of Eastport Administration Office or via email to ([townmanager@eastport.ca](mailto:townmanager@eastport.ca))

Applications will be accepted until **\*\*Friday, January 31, 2026\*\***.