

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)

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