



Rural Municipality of Springfield

Job Title: Maintenance Supervisor	Position: Non-Union, Full-time, Permanent
Reports to: Director of Public Works	Weekly Hours: 40
Department: Public Works	Date: October 17, 2023
Salary: \$34.40 / hour	

Position Summary

Reporting to the Director of Public Works, the Maintenance Supervisor is responsible for implementing such measures deemed necessary to establish efficiencies and cost effectiveness of a wide range of municipal works, services and facilities.

Key Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

- Manage, train, schedule, direct, evaluate and supervise;
- Instruct, train, supervise and participate in manual labor and in the operation of heavy equipment such as but not limited to, graders, tractors, trucks, backhoes, excavators, loaders, snowplows, augers, trimmers and other types of highway construction and maintenance equipment;
- Repair drainage, culverts and signs;
- Schedule and direct mowing, and stormwater pond maintenance;
- Assist with preparation and institution of preventative maintenance programs incorporating municipal machinery, equipment and vehicles;
- Oversee, inspect and maintain all works and services and ensure that all works are completed in conformity with approved plans and specifications;
- Observe and keep abreast of changes in provincial legislation and regulations, municipal policies and procedures, and municipal by-laws and bring forward recommendations for making changes for consideration;
- Establish and maintain detailed daily records of work assignments, accomplishments and achievements and record and report any emergencies or problems;
- All other duties as assigned or required.

Job Requirements (minimum standard)

- Minimum High school diploma or general education degree (GED);
- Minimum of five years' experience in the maintenance, construction of municipal works;
- A strong working knowledge of computer programs (Microsoft Office) tracking and other related programs;
- Valid Class 3 Licence with air brake, Class 1 would be considered an asset (Employee may be required to take a physical examination if requested by employer);
- Knowledgeable in the maintenance, operation and inspection of a broad range of heavy and light equipment;
- Demonstrated ability and experience supervising a team;
- Experience working in a unionized setting, working knowledge of collective agreement.

Qualified Candidates: submit a resume and cover letter to:

RM of Springfield
Attention: Human Resources Department
"Maintenance Supervisor"
Box 219, Oakbank MB R0E 1J0
Phone: 204 444-3321 Fax: 204 444-2137
Email: careers@rmofspringfield.ca

Submissions will be reviewed as they are received; however, the posting will remain open until a suitable candidate is located. We thank all who apply and advise that only those selected for further consideration will be contacted.