



Career Opportunity: Public Works & Infrastructure Superintendent

Township of Assignack

Discover Life on Manitoulin Island

Situated along the pristine shores of Georgian Bay on beautiful Manitoulin Island, the Township of Assignack offers an exceptional quality of life for nature lovers and outdoor recreation enthusiasts. Surrounded by crystal-clear waters, scenic hiking trails, and endless natural landscapes, our community is a paradise for those who enjoy fishing, boating, snowmobiling, and exploring the outdoors. If you are looking to combine a rewarding career in municipal leadership with an active lifestyle in a close-knit Northern Ontario community, Assignack is the ideal place to call home.

About the Role

The Township of Assignack is seeking a dedicated, energetic, and strategic leader to fill the role of **Public Works & Infrastructure Superintendent**. Reporting directly to the Chief Administrative Officer (CAO), the Superintendent provides daily oversight, leadership, and operational management across all municipal infrastructure, road networks, waste management, water/sewer maintenance, waste disposal site management and fleet operations.

Key Responsibilities

- **Operations & Road Maintenance:** Accountable for all road operations and maintenance in compliance with the *Minimum Maintenance Standards for Municipal Highways* and Council-approved service levels. Plan and manage winter control, grading, dust suppression, drainage systems, and seasonal programs.
- **Fleet & Asset Management:** Perform corporate fleet and equipment needs assessments. Oversee fuel management systems, preventative maintenance schedules, asset management planning, procurement, and legislative compliance related to Public Works.
- **Staff Leadership & Mentorship:** Direct and provide leadership to full-time, part-time, and seasonal public works personnel. Support staff recruitment, scheduling, development, mentoring, and troubleshooting on operational inquiries and public complaints.
- **Policy & Level of Service:** Develop and update policies, operational standards, and level-of-service recommendations for senior leadership and Council approval.



- **Budgeting & Business Planning:** Lead the preparation of divisional operating and capital budgets, long-term forecasts, asset management plans, and work schedules.
- **Waste Site & Infrastructure Supervision:** Direct waste site operations, municipal drain maintenance, landfill compliance, and water/sewer maintenance coordination with licensed operators.
- **Strategic Collaboration & Reporting:** Participate on the municipal department management team, contribute to strategic initiatives, prepare comprehensive Council/Committee reports, and attend meetings as required.
- **Emergency Response:** Coordinate emergency response efforts for road washouts, severe weather events, and infrastructure failures in alignment with the Township's Emergency Management Plan.
- Other duties as assigned.

Qualifications & Requirements

- **Experience:** Minimum of 5 years of supervisory or management experience in municipal public works or a related infrastructure field.
- **Education:** Post-secondary education in Civil Engineering Technology, Public Works Management, or related discipline, or equivalent experience.
- **Licensure:** Valid DZ driver's license in good standing. AZ license preferred.
- **Technical Expertise:** Comprehensive knowledge of Ontario traffic regulations, construction safety standards (*OHSA*), environmental compliance, asset management, and municipal procurement. Certifications in water distribution or waste management are considered an asset.
- **Leadership & Communication:** Strong conflict-resolution skills, proven ability to mentor staff, and excellent verbal and written communication skills for report writing and public engagement.

Compensation & Benefits

- **Salary Range:** \$81,680 – \$102,100 annually (*commensurate with experience and qualifications*).
- Comprehensive municipal health and dental benefits package.
- Enrollment in the OMERS pension plan.

How to Apply

Qualified individuals are invited to submit their cover letter and detailed resume in confidence to the Chief Administrative Officer.

- **Application Deadline:** Friday, October 30, 2026, at 4:00 PM EST



- **Inquiries & Submissions:**

Chief Administrative Officer
Township of Assignack
156 Arthur Rd, P.O. Box 238
Manitowaning, ON P0P 1N0
Email: ahobbs@assignack.ca

The Township of Assignack is an equal opportunity employer. Accommodation is available upon request for candidates participating in all aspects of the selection process under the Accessibility for Ontarians with Disabilities Act (AODA). We thank all applicants, but only those selected for an interview will be contacted.