

**POSITION SYNOPSIS AND PURPOSE**

(A position overview and how it aligns with corporate strategies)



The Capital Projects Supervisor is responsible for overseeing the day-to-day tasks and assignments of resources involved in municipal capital projects, especially the day-to-day effort of municipal forces. This role includes coordination of multiple projects using municipal resources consciously to ensure that the safety of both staff and public is continuously a priority while delivering milestones in timely and financially effective manner.

Reporting to the Manager of Capital Projects, the Capital Projects Supervisor plays a critical role in ensuring project efficiency and quality, supporting the development and implementation of initiatives that enhance community infrastructure, and fostering a collaborative work environment. The Supervisor also provides regular updates and reports to the Manager to support strategic decision-making.

**MAJOR RESPONSIBILITIES**

(Position activities and allocation of time spent doing each activity)



Description	Approximate Time Spent (%)
<p><b>Coordination and Oversight of Projects</b></p> <ul style="list-style-type: none"> <li>• Coordinate with other Infrastructure Department staff where necessary, allocate staff and equipment resources as needed, based on the overall needs of the Infrastructure Department.</li> <li>• Supervise and support the activities of capital projects staff, ensuring tasks are completed safely and efficiently.</li> <li>• Monitor timelines, aiming to achieve project milestones.</li> <li>• Collaborate with project management team to resolve issues as they arise appropriately to ensure no undue delay.</li> </ul>	<p>40%</p>

<p><b>Staff Management and Development</b></p> <ul style="list-style-type: none"> <li>• Provide leadership and guidance to team members, fostering a positive and productive work environment.</li> <li>• Awareness of Inclusive employment practices an asset. Training provided.</li> </ul>	20%
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Description	Approximate Time Spent (%)
<ul style="list-style-type: none"> <li>• Identify training and development opportunities for staff to enhance skills and knowledge related to capital projects.</li> <li>• Conduct regular performance reviews and provide constructive feedback to support employee growth.</li> </ul>	
<p><b>Compliance and Quality Assurance</b></p> <ul style="list-style-type: none"> <li>• Ensure all construction and infrastructure projects comply with municipal, provincial, and federal regulations as they apply.</li> <li>• Oversee the quality of work performed, ensuring that all projects meet defined standards.</li> <li>• Conduct regular site inspections to monitor progress and address safety or compliance issues.</li> </ul>	20%
<p><b>Resource Management</b></p> <ul style="list-style-type: none"> <li>• Allocate resources effectively to meet project demands, ensuring that materials, equipment, and personnel are available as required.</li> <li>• Support Capital Projects Manager by coordinating with contractors, vendors, and other stakeholders to secure necessary resources for project completion.</li> </ul>	10%

<p><b>Reporting and Documentation</b></p> <ul style="list-style-type: none"> <li>• Prepare concise reports on project progress, and any issues encountered to the Manager of Capital Projects</li> <li>• Ensure accurate documentation of all project activities, including as-built drawings, permits, and compliance records.</li> <li>• Maintain an organized system for project documentation, ensuring easy access and retrieval of information when needed.</li> </ul>	<p>10%</p>
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**\*Note:** All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

## MINIMUM QUALIFICATIONS

(Must Have)



### **Education (degree/diploma/certifications):**

- Post-secondary education in construction or related field
- Certification in Project Management (PMP) or related credentials is an asset.
- Class 5 NS Drivers License with Condition 15 endorsement
- Additional compulsory training will be required and provided by the employer

### **Experience:**

- 3 years in a supervisory or management role in civil construction or other related field
- 2 years' experience as a supervisor, responsible for leading and directing multi-discipline employees or contractors
- Work in a municipal environment is an asset

### **Knowledge/Skill/Ability:**

- Able to work independently or group environment to apply knowledge by creating physical structure from drawings, drafts or other visual cue
- Experience in civil construction such as road, water and wastewater
- Experience in snow and ice control (eg: plowing, sanding, salting, or shovelling)
- Able to apply critical thinking skills to observe, diagnose and make repairs or modifications
- Strong problem-solving ability, environmental awareness
- Able to fully utilize Office suite of applications
- Proficiency in project management software and AutoCAD an asset
- Able to use standard survey and measurement equipment such as auto-level, GPS and optical stations is an asset
- Strong understanding of municipal infrastructure is an asset
- Strong English language written and oral communication skills for effective interaction with stakeholders, contractors, and team members
- Strong understanding of construction practices, project management principles, and municipal infrastructure standards
- Knowledge of local, provincial, and federal regulations governing construction, safety, and environmental standards
- Excellent communication skills for effective interaction with stakeholders, contractors, and team members
- Ability to prioritize and manage multiple projects simultaneously while maintaining attention to detail
- Problem-solving skills to address challenges and ensure project success
- Leadership and mentoring capabilities to guide and develop team members



**Contacts and Nature of Interactions**

Frequency Legend			
<b>Constant</b> – every day for most of the day		<b>Occasional</b> – bi-weekly to monthly	
<b>Frequent</b> – daily		<b>Rare</b> – once in a while	
<b>Regular</b> – weekly			
Contact (Title)	Internal / External	Frequency	Nature of Interaction
Manager of Capital Projects	Internal	Constant	Reporting, project updates, resource allocation.
Capital Projects staff	Internal	Constant	Daily supervision, task assignments, coordination.
Public Works Supervisor	Internal	Regular	Coordination on shared projects and resources.
Contractors/consultants	External	Occasional	Project coordination, contract management, site visits.
Regulatory agencies	External	Occasional	Ensuring compliance with safety and environmental standards.
Finance Department	Internal	Occasional	Budget tracking, invoice processing, financial reporting.
Suppliers/vendors	External	Occasional	Procurement of materials, contract negotiations.
Community stakeholders	External	Occasional	Public consultations, addressing community concerns.

Interactions with contacts are generally courteous and collaborative, although occasional exposure to rudeness or conflict may occur.

## Work Demands

### This position spends approximately:

- 15% of the time indoors
- 70% of the time outdoors
- 15% of the time driving a vehicle during work

### Physical effort:

- Able to spend extended periods of time walking, standing or crouching while carrying, lifting or applying other motor skills
- Able to transport objects or equipment up to 25kg on/off vehicles, up/down stairs safely
- Frequent site inspections and on-site supervision.
- Lifting and moving project materials and equipment.

### Mental effort:

- Able to effectively express or exchange ideas and reasoning with both employees and managers
- Able to adapt well in the face of workplace stressors such as difficult public members, competing priorities or complex time-sensitive emergencies
- Able to understand direction and adhere to workplace protocol
- Able to effectively and efficiently apply logic to make sound decisions
- Analyzing complex project plans and schedules
- Problem-solving during project execution
- Managing multiple projects simultaneously

### Hours of work:

- Regular hours of work will be 8:00 am to 4:30 pm, Monday to Friday with some overtime or after-hours as required.
- After-hours on-call weekly rotation

### Work Location:

- On-site (100% of work performed on-site)
- Hybrid (Combination of on-site and remote work)
- Mostly Remote (Most time spent working remotely with limited time spent in the office)

Note: Mostly remote positions are required to attend regularly scheduled team meetings, training, and collaboration opportunities on-site. Appropriate notice will be provided.



### **Independent Decision Making:**

- Responding to public comments and inquiries where appropriate
- Interpreting and implementing policies, procedures and agreements
- Recognise and effect maintenance orders for repairs to infrastructure or equipment
- Developing short- and long-term project planning
- Prioritizing tasks for project teams, as directed by Capitals Projects Manager
- Resolving on-site issues independently
- Revising project timelines and resources as needed

### **Financials and Budget:**

- Makes purchases up to \$1000 without Manager of Capital Projects approval.
- Provide input/ information to the Manager of Capital Project for budget monitoring.
- Preparing progress reports for the Manager of Capital Projects.

### **Confidential Information:**

- Handling sensitive contract details and vendor agreements.
- Managing confidential project budgets and costings.
- Protect and secure confidential employee information.

### **Creativity and Ingenuity:**

- Leveraging new technologies, tools or materials to improve quality or efficiency.
- Supports development of designs, layouts and arrangements for hard and soft structures or features.
- Developing innovative solutions to construction challenges.
- Proposing improvements to project workflows and processes.

### **Leadership, Supervision and Functional Advice**

- Manages and supervises unionized employees
- Manages work alongside external contractors
- Develop and support risk assessment and safety measure implementations
- Provides technical advice related to construction

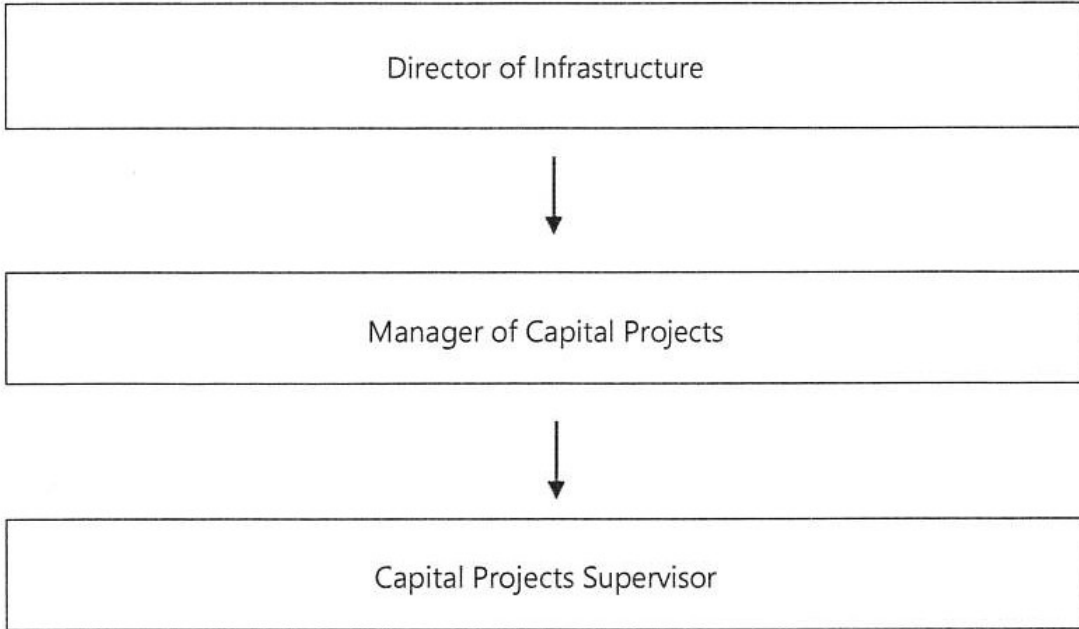
**POSITION CLASSIFICATION**  
(Where this position fits)



<p><b>Position Title:</b> Capital Projects Supervisor</p>	<p><b>Division:</b> Capital Projects</p>
<p><b>Department:</b> Infrastructure</p>	<p><b>Classification:</b></p>
<p><b>Positions Supervised Directly:</b> Varies, &lt;20</p>	<p><b>Reports to (Direct):</b> Manager of Capital Projects</p>
<p><b>Salary Grade:</b> 5</p>	<p><b>Positions Supervised Indirectly:</b></p>
<p><b>Hours per week:</b> Regular hours of work are Monday to Friday 8:00 am - 4:30 pm with a 30-minute unpaid lunch. Overtime and after-hours work will be required from time to time and may be balanced in lieu at the Manager's discretion, including during the staff rotation for emergency, after hours, emergent and winter works duties.</p>	<p><b>Work Location:</b> Public Works Garage 142 Hank Snow Dr., Liverpool OR Project Site</p>
<p><b>Effective Date:</b></p>	<p><b>Revision Date:</b> 2025-04-13</p>

**Organizational Chart**

The reporting relationship of this position to others within the immediate department.



**APPROVAL**

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Department Head Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
CAO Approval: *[Signature]* \_\_\_\_\_ Date: *May 4/2025*