

Job Description

Capital Projects Supervisor

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 staff involved in municipal capital projects. This role includes coordinating the execution of various projects, ensuring that they are completed on time, within budget, and in alignment with municipal goals and standards. Reporting to the Manager of Capital Projects, the 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 ensures that safety and regulatory standards are met, and 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>Project Coordination and Oversight</p> <ul style="list-style-type: none"> Supervise the day-to-day activities of capital projects construction teams, ensuring tasks are assigned and completed efficiently. Monitor project timelines, ensuring all milestones are met according to schedule. Collaborate with project managers to resolve any issues which arise during the project lifecycle. 	40%
<p>Staff Management and Development</p> <ul style="list-style-type: none"> Provide leadership and guidance to team members, fostering a positive and productive work environment. 	20%

Description	Approximate Time Spent (%)
<ul style="list-style-type: none"> Identify training and development opportunities for staff to enhance skills and knowledge related to capital projects. Conduct regular performance reviews and provide constructive feedback to support employee growth. 	
<p>Compliance and Quality Assurance</p> <ul style="list-style-type: none"> Ensure all construction and infrastructure projects comply with municipal, provincial, and federal regulations. Oversee the quality of work performed, ensuring that all projects meet the required standards. Conduct regular site inspections to monitor progress and address safety or compliance issues. 	15%
<p>Resource Management</p> <ul style="list-style-type: none"> Allocate resources effectively to meet project demands, ensuring that materials, equipment, and personnel are available as required. Coordinate with contractors, vendors, and other stakeholders to secure necessary resources for project completion. Manage project budgets, monitoring expenditures to ensure projects are completed within financial constraints. 	15%
<p>Reporting and Documentation</p> <ul style="list-style-type: none"> Prepare detailed reports on project progress, budget status, and any issues encountered, providing updates to the Manager of Capital Projects and other stakeholders. Ensure accurate documentation of all project activities, including as-built drawings, permits, and compliance records. Maintain an organized system for project documentation, ensuring easy access and retrieval of information when needed. 	10%

***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:

- 5 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 as 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
- Able to utilize standard survey and measurement equipment such as auto-level, GPS and optical stations
- Strong understanding of municipal infrastructure
- Strong English language written and oral communication skills
- 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			
Constant – every day for most of the day		Occasional – bi-weekly to monthly	
Frequent – daily		Rare – once in a while	
Regular – 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	Frequent	Project coordination, contract management, site visits.
Regulatory agencies	External	Occasional	Ensuring compliance with safety and environmental standards.
Finance Department	Internal	Regular	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:

- 20% of the time indoors
- 60% of the time outdoors
- 20% 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 employees
- 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 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:

- Customer service decisions in responding to public comments and inquiries
- Interpreting and implementing policies, procedures and agreements
- Diagnosing and effecting repairs to infrastructure or equipment
- Developing short- and long-term project planning
- Prioritizing tasks for project teams.
- Resolving on-site issues independently.
- Adjusting 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 planning
- Monitoring project expenditures against budgets.
- Preparing progress reports, including financial information 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
- Develops 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

Employees this role manages or supervises:

- Manages and supervises unionized employees
- Manages contractors

Functional advice this role may provide and to whom it is provided:

- Develop and support risk assessment and safety measure implementations
- Provides technical advice related to construction

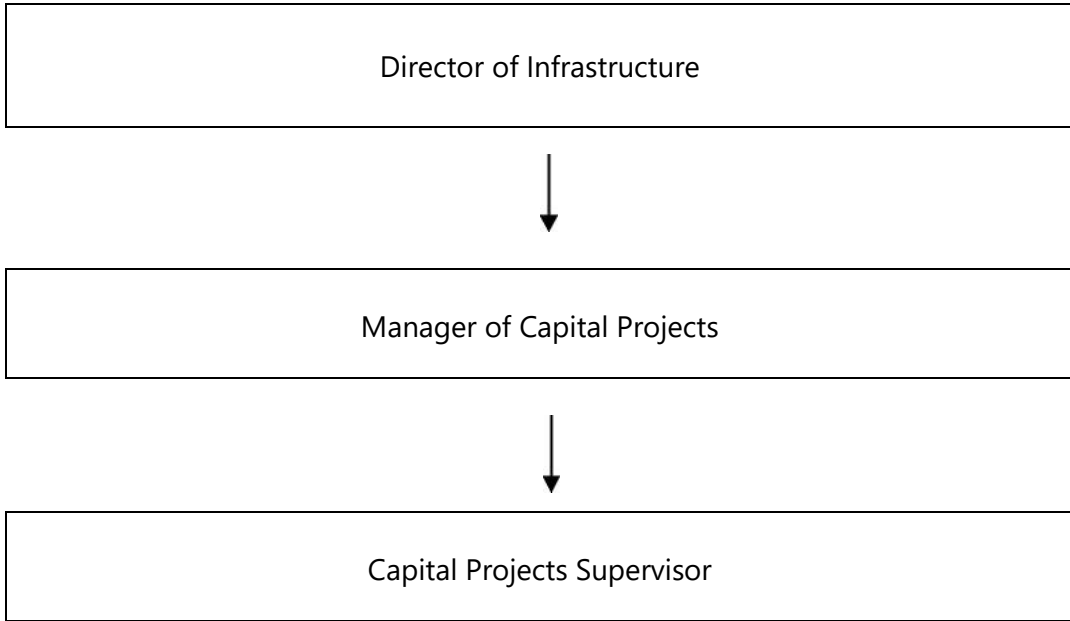
POSITION CLASSIFICATION
(Where this position fits)



<p>Position Title: Capital Projects Supervisor</p>	<p>Division: Capital Projects</p>
<p>Department: Infrastructure</p>	<p>Classification:</p>
<p>Positions Supervised Directly: 10-20</p>	<p>Reports to (Direct): Manager of Capital Projects</p>
<p>Salary Grade: 5</p>	<p>Positions Supervised Indirectly:</p>
<p>Hours per week: 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>Work Location: Public Works Garage 142 Hank Snow Dr., Liverpool OR Project Site</p>
<p>Effective Date:</p>	<p>Revision Date: September 8, 2024</p>

Organizational Chart

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



APPROVAL

Department Head Approval: _____ Date: _____

CAO Approval: _____ Date: _____