

Supervisor – Public Works

You're the person who makes sure things get handled when a snowstorm hits or a pothole opens up overnight—and you like it that way. As **Supervisor – Public Works** with the Town of Olds, you'll lead the crew that keeps our streets, sidewalks, and trails safe and usable all year long.

This role is part working supervisor, part planner. Some days you're in the grader or plow truck before sunrise. Other days you're building schedules, coordinating with contractors, and planning the next round of maintenance with the Manager of Operations.

If you like combining equipment time with leading a crew, this is that job.

What you'll do every day:

- **Lead the road crew.** You'll plan daily work for streets, sidewalks, trails, and signage—everything from grading gravel roads and patching asphalt to line painting and crack sealing.
- **Jump on equipment when it's needed.** You'll operate graders, plow trucks, sweepers, and other gear safely and efficiently, and make sure your team does the same.
- **Keep winter moving.** You'll organize snow removal and sanding routes, respond to storms, and participate in an on-call rotation so residents can get where they're going, even in bad weather.
- **Look after the fleet.** You'll work closely with the mechanic to schedule maintenance, flag issues early, and keep equipment in good working order.
- **Coach a small team.** You'll assign work, answer questions in the yard and in the field, train people on safe work practices, and give clear feedback so everyone knows what "good" looks like.
- **Solve problems for residents.** You'll follow up on service requests and complaints, investigate what's happening on-site, and help find solutions that balance safety, budget, and expectations.
- **Plan ahead.** You'll help build seasonal work plans, recommend equipment replacements, and support Public Works projects from tender stage to completion.

There's more than one path into this job. You'll be successful here if most of these statements sound like you:

- You've spent several years in **municipal or public works operations**, working on roads, sidewalks, or related infrastructure, and you know what it takes to keep a town moving year-round.
- You've **led a crew or shift** before—assigning tasks, answering questions on-site, and stepping in when things get busy or complicated.
- You're comfortable in the driver's seat of **heavy equipment** (for example, plow trucks with sander units, graders, sweepers) and you treat that responsibility seriously.
- You've **trained others** on safety procedures, lockout/tagout, or equipment operation and you speak up when you see an unsafe situation.
- You've worked with **work order or asset management systems** (such as Citywide or similar tools) to track jobs, prioritize work, and report on what's been done.
- You've had days that start before dawn in a snowstorm or stretch into the evening during construction season, and you're comfortable with that reality of public works.

To step into the Supervisor – Public Works role on day one, you'll need:

- A **High School Diploma or equivalent**.
- A valid **Class 3 Driver's Licence with Air Endorsement** (or higher).
- **Intermediate First Aid & CPR/AED Level C (BL)** – CSA Std. Z1210-17.
- **Level 1 Public Works Supervisor Certification** (or a clear plan to obtain it within an agreed timeframe).
- The ability to meet the physical demands of the job, including working outside in all weather and performing manual tasks as required.

An equivalent combination of education and experience may be considered.

How work happens here:

- **Schedule & on-call:** This is a full-time position, with the standard hours being 7:00 am to 3:30 pm, Monday to Friday. Some evening, night, weekend, and **rotational stand-by** shifts, especially during winter and emergency events are required. The rotational stand-by shifts require a response time of no more than 30 minutes.
- **Environment:** You'll spend most of your time **outdoors** around moving equipment, dust, noise, and changing weather conditions, with some time in the office for planning and reporting.
- **Team:** You'll work closely with operators, seasonal staff, mechanics, and the Manager of Operations as part of the Infrastructure Services team.

This position offers a wage range of \$42.25 to \$47.80 per hour, based on a 40-hour work week. It also includes a comprehensive benefits package and participation in the Local Authorities Pension Plan (LAPP).

A detailed job description can be found on the Town of Olds website at www.olds.ca/careers

If this sounds like the kind of workday you'd be proud of, we'd like to hear from you. Please submit a resume by 8:30 am on January 5, 2026, to:

Human Resources
Town of Olds
3501 70 Avenue
Olds AB T4H 1L7
Fax 403.556.6537
E-mail: hr@olds.ca

The Town of Olds thanks all applicants, but only candidates selected for an interview will be contacted.

TOWN OF OLDS JOB DESCRIPTION

JOB TITLE: Supervisor – Public Works		
DIVISON: Infrastructure Services		JOB REPORTS TO: Manager of Operations
FUNCTION/PURPOSE: This working supervisor position will be responsible for all aspects of the operation and maintenance of the roadways, and other Public Works related items in an efficient manner. The incumbent will assist in the daily leadership and planning of workloads in relation to roadways, sidewalks, and trails for the permanent and summer staff positions and will take a lead role in related projects. This position is expected to be on-call and available on a rotating basis. Some evenings and weekends are required.		
#	KEY RESPONSIBILITIES	(% time)
1.	Technical <ul style="list-style-type: none"> Operates Public Works fleet vehicles and equipment in accordance with manufacturer manuals, Occupational Health and Safety regulations, and Town safety policies, coordinating with the mechanic for maintenance and repairs. Inspect and maintain streets, sidewalks, signage and trails including but not limited to gravelling, grading, patching, crack sealing, line marking, oiling, snow removal, sanding and street sweeping. Operate a variety of heavy and light equipment. Maintains roadways, sidewalks, signage and other aspect of the public works department to acceptable standards through use of best practices for pavement, gravel and sidewalk maintenance. Provide input to tenders related to contracted work until completion related to annual Public Works projects. Respond and investigates customer inquiries and participates in resolving operational concerns. Establish work schedules and procedures and co-ordinate activities with other work units or departments Prepare and submit requested reports. Requisition supplies and materials Arrange for preventative maintenance and repair work on equipment and fleet. Develops and maintains operational guidelines, policies and procedures, standards for materials, supplies, equipment and services. Opening and closing graves Recommendations: <ul style="list-style-type: none"> Develops and proposes recommendations for new policies and policy changes as impacting public works. Recommends replacement and upgrades to equipment, to take advantage of innovations and new technology 	75%
2.	Budget <ul style="list-style-type: none"> Assist with operating budgets and provides input to the Manager on operational and capital expenditures required in the public works area. 	5%
3.	Supervision and Projects <ul style="list-style-type: none"> Provide leadership and supervision to staff related projects and daily maintenance. Co-ordinate, assign and review the work of Operators utilizing Citywide. Lead the development and implementation of preventative maintenance programs to ensure optimal performance and longevity of assets. Take lead role in special projects related to Public Works. 	25%

	<ul style="list-style-type: none"> Builds and maintains an effective team environment through mentoring, coaching, conflict resolution, and consensus-building. Assists in developing and monitoring key performance indicators (KPIs) for Public Works operations. Ensure completion of required performance appraisals, resolve and document work related issues. Ensures that the duties and responsibilities of the staff are effectively and efficiently carried out. Hire and train staff in job duties, safety procedures and Town policies. <p>Decisions:</p> <ul style="list-style-type: none"> Coordinates and communicates work schedules. Applies discipline when required in accordance with municipal policy. Determines priorities, in conjunction with staff, and delegates work activities and tasks to team members. <p>Recommendations:</p> <ul style="list-style-type: none"> Provides input to the Manager on service levels and program efficiencies. 	
4.	<p>Risk Management & Safety:</p> <p>It is the responsibility of the Town of Olds employees to take care to ensure their own safety and the safety of others, to know and follow all safety and health instructions, rules, regulations and safe work procedures and to report any unsafe or substandard condition or act as soon as possible to the employer.</p> <ul style="list-style-type: none"> Ensures risk management and safety programs are in place for employees working in the section and for members of the public using streets, alleyways, sidewalks, trails and signage that are consistent with Town standards and policy as well as provincial and federal legislation. 	100%
<p>QUALIFICATIONS, KNOWLEDGE, SKILL & ABILITY REQUIREMENTS:</p> <p>Education:</p> <ul style="list-style-type: none"> Completion of High School Diploma or equivalent. Valid Class 3 Driver's License, with Air Endorsement. Standard First Aid & CPR/AED level C (BL) CSA Std. Z1210-17 – Intermediate Certificate Level 1 Public Works Supervisor Certification. <p>Experience:</p> <ul style="list-style-type: none"> 5 years municipal experience, 2 of which are at the supervisory level. Experience in heavy equipment operations. Ability to perform maintenance and repairs to municipal equipment in order that equipment is available, reliable and safe to operate including cleaning, lubrication and other repairs on equipment. <p>An equivalent combination of education and experience may be considered to meet the requirements of the position</p> <p>Competencies:</p> <ul style="list-style-type: none"> Ability to communicate effectively with public, supervisors, and other staff, and to foster positive work relationships. A high degree of personal initiative. Well-developed public relations skills: ability to handle potential situations of conflict and to resolve conflicts through problem solving and dispute resolution tactics. Proficiency with computer software applications (Windows, MS Office, Citywide) Ability to work with a minimum of supervision. 		

- The ability to supervise, direct and lead others
- Knowledge of methods, materials and equipment used in performing routine maintenance, landscaping and construction tasks.
- Remains current in all certifications required for the position and pursues further formal training in the areas relevant to the responsibilities of the position.

Working Conditions:

The job is in an environment where there is continuous or on-going exposure to adverse working conditions (noise, cold, heat, equipment operation); with moderate to significant risk, intensity or duration.

- Working outside in extremes of hot or cold temperatures
- Working in areas of poor air quality (dust, pollen etc.).
- Noise from equipment and power tools
- Some nighttime operations
- May require occasional weekend and evening shifts
- Rotational Stand By Shifts
- Hazards as outlined in the Municipal Center COR Binder.

DIRECTLY REPORTING TO THIS JOB ARE:

3, Operator 1 Public Works, 2 – Operator 2 Public Works and seasonal staff as required

NOC CODE 2021: 72021

OaSIS 2023: 72021.00

Wage Grid: Operations 5

Incumbent Signature:

Date:

Supervisor Signature:

Date: