



Village of Grand Manan

Phone (506)662-7059

Fax (506)662-7060

4-1021 Route 776

Grand Manan NB

E5G 4E5

JOB DESCRIPTION

Highway Supervisor

POSITION SUMMARY:

Under the direct supervision of the Chief Administrative Officer, the Local highway supervisor's responsibilities shall be to manage the works and infrastructure within the Municipality. The Local Highway Supervisor shall plan, organize and supervise Highway and infrastructure maintenance and repair programs.

Office Location: Grand Manan

Reports to: As a Local Highway Supervisor you will work under the direction of the Chief Administrative Officer of the Village of Grand Manan and be responsible for the supervision of the division crew.

The candidate must be able to provide effective winter/summer maintenance of highways in accordance with the Province of New Brunswick winter and summer maintenance service policy.

DUTIES:

Manage the day-to-day Operations of our Highways by:

- coordinating with the Village of Grand Manan Highway Team
- coordinating work priorities and schedules to ensure continuity of services;
- maintaining detailed records and files on maintenance activities and costs;
- assisting in the development of a detailed plan to identify present and future maintenance requirements;
- developing and maintain a maintenance schedule for Municipal infrastructure
- maintaining a detailed inventory of condition reports;
- ensuring all standards for workplace safety and health are met;
- scheduling of projects and developing cost estimates for use in budgetary projections;
- responding to all emergency call outs as required;
- assisting in the scheduling of projects and developing cost estimates for use in budgetary projections;
- determining when snow clearing of streets and roads is required and ensuring it is done in an organized manner;
- Performing other general supervisory or municipal functions.

Develop and implement a detailed plan for the maintenance and replacement of Municipality services by:

- Inspecting streets, roads and other Highway infrastructure for possible deterioration and ensuring the necessary repairs are carried out

Provides Administrative Support to the Chief Administrative Officer by:

- Investigating and responding to complaints and concerns at the direction of the CAO
- Preparing reports and recommendations for Council as required

Other Duties

- Other duties as assigned by the Chief Administrative Officer.

SPECIFICATIONS

Education, Knowledge and Experience

- Proven experience in highway maintenance operations, with a focus on both winter and summer maintenance activities.
- Supervisory experience in road or infrastructure maintenance.
- Strong knowledge of snow removal, ice control, and road maintenance techniques.
- Excellent leadership, communication, and organizational skills.
- Ability to work in high-pressure environments, particularly during winter weather events.
- Class 5 license or higher with a clean drivers abstract
- The candidate must ensure that their duties are carried out in an effective, efficient and safe manner in relation to themselves and fellow employees.

Comprehension, Judgment and Confidentiality

No information ascertained at work will be discussed outside of the Administration Office except for work purposes.

This position is full time year round with a competitive wage.

Comprehensive benefits package which includes paid vacation, health and dental plan, life insurance and the Municipal Pension Plan.

The candidate will be required to work holidays, weekends, and/or variable hours, and work in adverse road and weather conditions.

We encourage all applicants to send a resume to clerk@villageofgrandmanan.com or by mail to the following address: 4-1021 Route 776, Grand Manan, NB. E5G 4E5. This opportunity will be open until Thursday, March 20th, 2026 at 2PM.

We thank all those who apply, however, only those selected for further consideration will be contacted.