Job Posting	Public Works Coordinator
Department	Public Works & Infrastructure Reporting to the CAO
Employment Type	Permanent, Full Time
Hours of Work	8am-4pm Monday to Friday (40hrs/week) Flexibility to work outside regular hours as required to support operational needs, emergency response activities and seasonal operations.
Workplace Location	Village of Arcadia Municipal Office 91 Route 695, Jemseg NB On-site position
Salary and Compensation	$55,000 - $75,000 Municipal Employee Pension Plan Employee Group Medical Insurance
Closing Date	December 4, 2026

Position Summary

The Public Works Coordinator is responsible for the leadership, coordination, and delivery of municipal public works and infrastructure services within the Village of Arcadia. Reporting to the CAO, the Coordinator oversees the daily operations of the Public Works Department, including municipal infrastructure, equipment and fleet maintenance, wastewater lagoon operations, capital projects, and employee supervision.

This is a hands-on leadership position that combines operational planning, employee management, administrative responsibilities, and active participation in field operations. The Public Works Coordinator works alongside staff to ensure municipal services are delivered safely, efficiently, and in accordance with municipal standards, regulatory requirements, and community expectations.

The position plays a key role in infrastructure planning, asset management, health and safety, budgeting, procurement, emergency response, and long-term service delivery.

Key Areas of Responsibility

Department Leadership and Operations

- Plan, coordinate, and oversee daily Public Works operations and service delivery.
- Provide direct supervision, leadership, training, and support to Public Works employees and seasonal staff.
- Assign work priorities, monitor progress, and ensure work is completed safely and efficiently.
- Develop annual work plans, seasonal maintenance programs, and operational schedules.
- Participate directly in field operations and lead by example through hands-on involvement in municipal maintenance activities.
- Operate and maintain municipal vehicles, equipment, and machinery as required.

Infrastructure and Asset Management

- Oversee the maintenance, repair, and operation of municipal roads, culverts, drainage systems, parks, wharves, buildings, and other municipal assets.
- Coordinate infrastructure inspections, preventative maintenance programs, and repair activities.
- Identify infrastructure deficiencies and recommend maintenance, rehabilitation, and replacement priorities.
- Maintain records related to infrastructure, equipment, fleet maintenance, and asset management activities.
- Support the development and implementation of municipal asset management initiatives and long-term capital planning.

Wastewater and Lagoon Operations

- Oversee the operation, monitoring, maintenance, and regulatory compliance of the municipal wastewater lagoon system.
- Ensure wastewater sampling, testing, monitoring, reporting, and recordkeeping requirements are completed in accordance with applicable regulations.
- Coordinate maintenance and operational improvements to wastewater infrastructure and related systems.
- Ensure environmental compliance and support municipal environmental stewardship initiatives

Capital Projects and Procurement

- Coordinate municipal construction, maintenance, and infrastructure projects.
- Assist with project planning, scheduling, budgeting, contractor coordination, and project monitoring.
- Prepare tender documents, requests for quotations, specifications, and procurement records.
- Monitor contractor performance, project timelines, expenditures, and deliverables.
- Support grant-funded capital initiatives and infrastructure improvement projects

Health and Safety

- Lead occupational health and safety activities within the Public Works Department.
- Promote a culture of safety and ensure compliance with applicable legislation, municipal policies, and safe work practices.
- Coordinate employee training, hazard assessments, inspections, incident investigations, and corrective actions.
- Ensure appropriate personal protective equipment, procedures, and safety resources are available and utilized.

Financial Administration and Reporting

- Assist in developing and administering departmental operating and capital budgets.
- Monitor expenditures and coordinate purchasing activities within approved budget allocations.
- Maintain departmental records, reports, inventories, and operational documentation.
- Prepare reports, recommendations, and updates for the CAO, Council, and funding agencies as required.
- Support grant applications, reporting requirements, and project documentation.

Emergency Management and Operational Response

- Coordinate and participate in Public Works responses to severe weather events, flooding, infrastructure failures, environmental incidents, and other emergencies.
- Support municipal emergency preparedness and business continuity activities.
- Coordinate departmental resources and personnel during emergency response situations.
- Perform other related duties as assigned by the CAO.

Qualifications

Education & Experience

- Post-secondary education in Public Works, Engineering Technology, Construction Management, Environmental Technology or a related field, or an equivalent combination of education and practical experience.
- Minimum five (5) years of progressively responsible experience in public works, municipal operations, infrastructure maintenance, utilities or a related field.
- Demonstrated supervisory or team leadership experience, preferably in a field-based operational environment.

- Experience coordinating employees, developing work plans and overseeing daily operations.
- Practical experience operating and maintaining municipal equipment, machinery, vehicles and infrastructure.
- Valid Class 1 Wastewater Treatment Operator Certification is required, or the successful candidate must be willing and able to obtain certification within one (1) year of employment.
- Demonstrated experience operating and maintaining wastewater lagoons or wastewater treatment systems.
- Knowledge of wastewater sampling, monitoring, operational recordkeeping and environmental compliance requirements.
- Experience with municipal infrastructure planning, asset management, budgeting and capital projects is considered an asset.
- Knowledge of occupational health and safety requirements and safe work practices.
- Valid Class 5 New Brunswick Driver's Licence.
- Class 3 Driver's Licence with Air Brake Endorsement is considered an asset.

Skills & Competencies

- Strong leadership, employee supervision, and team-building skills.
- Demonstrated ability to lead by example and participate in hands-on operational work.
- Strong knowledge of municipal infrastructure systems, equipment, and maintenance practices.
- Ability to effectively plan, coordinate, prioritize, and manage departmental operations and resources.
- Knowledge of occupational health and safety requirements and risk management practices.
- Strong problem-solving, decision-making, and organizational skills.
- Effective written and verbal communication skills.
- Ability to manage multiple priorities and respond effectively to changing operational demands.
- Proficiency in Microsoft 365 and operational recordkeeping systems.
- Ability to establish and maintain positive working relationships with employees, contractors, government agencies, and the public.
- Commitment to accountability, service excellence, continuous improvement, and public service.
- Physical ability to perform field work and work outdoors in varying weather conditions

Work Environment and Position Requirements

- Combination of office-based administrative work and hands-on field operations.
- Regular exposure to outdoor weather conditions, construction sites, municipal infrastructure, equipment, and operational environments.
- Frequent operation of municipal vehicles, machinery, tools, and equipment.
- Required to participate in physical labour, inspections, maintenance activities, and field investigations.
- May be exposed to noise, dust, uneven terrain, traffic, confined spaces, wastewater facilities, and other operational hazards.
- Regular interaction with employees, contractors, residents, regulatory agencies, suppliers, and elected officials.
- Participation in after-hours, weekend, emergency, and on-call operational responses may be required.
- Ability to respond to emergencies and service interruptions outside regular working hours.
- Adhere to health and safety requirements and support a safe, healthy, and respectful workplace

How to Apply

- Please submit your resume and cover letter in one PDF to: info@arcadianb.ca
- Subject line: Public Works Coordinator – [Your First and Last Name]
- Deadline to apply is December 4, 2026 at 12pm (noon).