



DRAINAGE SUPERINTENDENT

As the result of retirement, the Municipality of Bluewater is seeking an experienced Drainage Superintendent to oversee drainage operations across both Bluewater and the Municipality of Central Huron under a Shared Services Agreement. The successful candidate will carry out all duties of the Drainage Superintendent as per the Drainage Act (RSO, 1990, c.D.17) as well as provide leadership, technical expertise and operational oversight for drainage infrastructure in both municipalities.

Under the Shared Service Agreement, the Drainage Superintendent will be employed by the Municipality of Bluewater and will divide their time equally between the Municipality of Bluewater and the Municipality of Central Huron in accordance with the agreement.

Qualifications:

Successful completion of the Municipal Drainage Superintendent Course through Drainage Superintendents Association of Ontario.

Minimum of three (3) years drainage experience and proficient working knowledge of the Drainage Act and Tile Drainage Act.

Proficient in plan review and knowledge of municipal infrastructure is preferred.

Experience with engineering design and construction, including stormwater management/drainage infrastructure.

Possess a valid driver's license and a clean driving abstract.

Clean police records check

The full job description can be found on the Municipality of Bluewater's website:

www.municipalityofbluewater.ca

The 2026 salary range for this position is \$46.16-\$57.70. The Municipality of Bluewater offers enrollment in the OMERS pension plan and comprehensive benefit package including an employee and family assistance plan.

Interested persons please submit resumes preferably by email to:

Municipality of Bluewater

Jodi Overholt, Executive Assistant

14 Mill Ave.

Zurich ON, N0M 2T0

P: 519-236-4351 • F: 519-236-4329

E: joverholt@municipalityofbluewater.ca

Resumes will be accepted until 4 p.m. on Friday, January 16, 2026.

The Municipality of Bluewater is an equal opportunity employer. Disability related accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Personal information for this position is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted.

MUNICIPALITY OF BLUEWATER

POSITION DESCRIPTION: Drainage Superintendent

DEPARTMENT: Corporate Services

REPORTS TO: Manager of Corporate Services

POSITIONS SUPERVISED: None.

PAY STATUS: Hourly, \$46.16 to \$57.70 per hour

EMPLOYMENT TERM: Full Time

Position Summary

Reporting to the Manager of Corporate Services/Clerk the Drainage Superintendent is responsible for overseeing all drainage operations for the municipality in accordance with the Drainage Act. This includes supervision of existing drain maintenance, coordinating new drain construction, site inspections and provide advice on drainage matters to contractors and ratepayers and assist in establishing present and future infrastructure needs. The Drainage Superintendent is responsible for performing the duties of the Drainage Superintendent under provisions of the Drainage Act.

Major Responsibilities:

Carries out all duties of the Drainage Superintendent as per the Drainage Act (RSO, 1990 c. D. 17).

Assist the Treasurer and Manager of Corporate Services in the preparation of budgets for drainage projects and ongoing maintenance. Provide information related to municipal drains for purposes of municipal asset management planning.

Supervise maintenance and repair of municipal drainage works.

Review and recommend expenditure approvals for drain maintenance.

Inspect and report on the condition of all drainage works.

Provide advice and guidance to contractors and ratepayers on a variety of drainage matters.

Provide direction to ratepayers under the Tile Drainage Act, including loan application, construction inspection and completion certification.

Represent the municipality with regard to the legal requirements of the Drainage Act and testify before the Drainage Tribunal and Referee, if required.

Provide support to the Finance Department to ensure accurate billing of all maintenance works and new construction under an Engineers report, including grant applications (including construction grants and Superintendent grants) to OMAFRA and annual applications for program funding.

Review plans and provide input on drainage matters relating to severance and subdivision agreements.

Provide input into evaluation of site development and subdivision servicing plans.

Prepare updated drain apportionments in accordance with Section 65(6) of the Drainage Act and update schedules of assessment to ensure appropriate cost recovery

Ensure compliance with legislation including Conservation Authorities Regulations, Federal Fisheries Act and other governing agencies.

Review and provide input into Engineering reports prepared for Council and attend meetings to provide

input and expertise as requested/required.

Assist in preparation of reports/presentation to Council demonstrating extensive subject matter expertise and presenting clear recommendations for action dealing with petitions and drainage improvements.

Attend and conduct public and onsite meetings when required

Liaise with regulatory agencies and neighbouring municipalities regarding drainage matters.

Reports to Council on a minimum quarterly basis on the condition of drainage works, construction practices, location and condition of drains in the area and other relevant information.

Ensure all work is performed according to provincial regulations, municipal standards and policies, safety legislation and related guidelines.

Carry out other related duties as assigned or required pursuant to the Drainage Act.

Other duties as assigned.

Qualifications:

Successful completion of the Municipal Drainage Superintendent Course through Drainage Superintendents Association of Ontario (DSAO)

Thorough working knowledge Municipal Drains and provincial grant and subsidy processes

Minimum of three 3 years drainage experience and proficient working knowledge of the Drainage Act and Tile Drainage Act

Certified and in good standing as an Engineering Technologist (CET) or Technician (C. Tech.) with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) considered an asset

Proficient in plan review and knowledge of municipal infrastructure is preferred

Knowledge of related legislation including Occupational Health and Safety Act, Drainage Act, Tile Drainage Act, Highway Traffic Act, Class Environmental Assessments and other applicable legislation

Computer literacy and proficiency utilizing Microsoft software applications and adaptability to program specific software, engineering design software, and familiarity with storm, water and sanitary modeling software

Excellent analytical skills demonstrating good judgment, sound problem solving skills and conflict resolution abilities

Excellent interpersonal skills with the ability to communicate courteously and with tact, both orally and in writing, with all levels of staff, elected officials, consultants, contractors and the general public

Experience with engineering design and construction, including stormwater management/drainage infrastructure.

Possess a valid class "G" Driver's License and maintain a clean driving record

Clean Police Record Check.

Working Conditions:

- Work is performed in both an office environment and outdoors.
- May be required to work in inclement weather conditions.
- Occasional exposure to unpleasant or irate people.
- Operate standard office equipment including computer.
- Frequent contact with municipal personnel, contractors, residents and general public.
- Available after hours for phone calls, emails and texts from municipal personnel and contractors during emergency situations.
- Work is performed to meet frequent deadlines.

Approvals:

Incumbent

Date

Manager

Date