



ABOUT THE TOWN OF NEW GLASGOW

The Town of New Glasgow, nestled along the scenic riverside of Northern Nova Scotia, stands as a vibrant and pivotal commercial center for Pictou County. Here at the Town of New Glasgow, we take pride in our dynamic and flourishing financial and professional sectors, upholding a longstanding tradition of excellence that permeates entrepreneurship, education, social leadership, athletics, entertainment, and all levels of government. Our town is a testament to history, adorned with architectural gems that narrate the past, but we are also committed to moving forward and continuously expanding our offerings to enrich the lives of our residents and visitors alike. New Glasgow presents an ever-growing array of amenities, including vibrant arts and culture centers, a diverse selection of restaurants and entertainment venues, and an abundance of lush parks and trails. These facets converge to cultivate a thriving community and bolster our local economy.

THIS MOMENT, THIS POSITION

The Engineering & Public Works Technologist is responsible for the implementation of the Engineering and Public Works Asset Management program. This will include asset control and project management of small to medium projects. This is a hands on position responsible for: administration of the Town of New Glasgow's work orders, fleet compliance, occupational health and safety documentation, employee certifications, equipment inventory controls and facility safety records.

The position provides centralized support to ensure that corporate compliance requirements are systematically tracked, documented and reported in accordance with applicable legislation, regulatory requirements, Town policies and established procedures.

Working collaboratively with Human Resources, Engineering and Public Works, Facilities and other Town departments, the position maintains corporate records and tracking systems, coordinates audits and inspections, monitors certification and renewal requirements, processes purchasing documentation and prepares reports to support effective management oversight and organizational accountability primarily within the Public Works department.

The Engineering & Public Works Technologist serves as a key asset management resource for managers, supervisors, employees and Joint Occupational Health and Safety (JOSH) Committees. This position reports directly to the Supervisor of Public Works and is the technical support that implements all daily work records, scheduling, purchasing, compliance and occupational health and safety documentation. The position requires a high degree of organization, initiative, discretion and attention to detail, along with the ability to manage competing priorities, coordinate requirements across multiple departments and identify matters requiring management attention. A high degree of confidentiality is required in this position.

Primary duties of the Engineering & Public Works Technologist include but are not limited to:

Management of the Public Works Asset Management Program

- Assist with the scheduling, prioritizing, and daily operations of Public Works and Fleet Operations



- Utilize City Works or other related Asset Management tracking software as part of daily operations documentation.
- Create work orders, purchase orders, tenders etc. for projects and daily operations in accordance with Town policies and procedures.
- Maintain Employee Licensing and Certifications
- Ensure Fleet and Vehicle Compliance and identify deficiencies to management
- Maintain records of Town vehicles and equipment, including registrations, inspections, certifications and maintenance documentation.
- Monitor renewal dates and compliance deadlines and coordinate required documentation and inspections.
- Maintain inventory records for equipment, materials, designated safety equipment, PPE, supplies and other assigned assets.
- Coordinate equipment tracking, issuance, replacement and inventory reconciliation.

Occupational Health and Safety Administration

- Coordinate the administrative requirements of the Town's Occupational Health and Safety program, including JOSH Committee meetings, workplace records, incident documentation and safety training records.
- Maintain safety policies, procedures and compliance documentation.
- Track outstanding safety actions and report significant concerns or overdue items to the appropriate management personnel.

COR Audits and Compliance

- Coordinate and prepare all documentation required for annual COR audits and other compliance reviews.
- Maintain and coordinate facility inspection records, safety documentation, emergency procedures and other applicable compliance records.

Administrative Coordination and Reporting

- Develop and maintain electronic tracking systems, databases, records and reporting tools.
- Prepare reports, correspondence, spreadsheets and other documentation to support management oversight and compliance monitoring.
- Coordinate information requests, monitor deadlines and identify opportunities to improve administrative processes.

Other Duties as Required

- Provide administrative backfill for the Engineering Administration Assistant when required.
- Assist with departmental documentation, purchasing administration, records management and other related duties as assigned.

THE IDEAL CANDIDATE

As the Engineering & Public Works Technologist, you will be able to provide ownership to all required duties and tasks in a professional, confidential, and courteous manner. You understand Public Works and Environmental Services work requirements and strive to ensure the implementation of all documentation to support these activities. You must also be able to demonstrate an ability to work in collaboration with unionized and non-unionized staff.



EDUCATION AND BACKGROUND

- Minimum of two (2) year diploma program in Construction Project Management, Civil Engineering Technology, Environmental Engineering Technology, Mechanical Technology, or relevant combination of Education, Experience and or Project Management.
- Must have a valid Class 5 Driver's License or better
- Knowledge of relevant municipal legislation, policies, and procedures.
- Previous employment experience in the public sector is considered an asset.
- Experience maintaining compliance tracking systems, coordinating audits, monitoring certification requirements and preparing reports is considered an asset.
- Experience in fleet administration, occupational health and safety administration, purchasing, inventory control or regulatory documentation is considered an asset.
- Familiarity with Nova Scotia occupational health and safety legislation, applicable vehicle and fleet requirements, and COR audit processes is considered an asset.

All interested applicants are asked to submit their resume and cover letter to Rebecca MacNeil, Director, Human Resources (rebecca.macneil@newglasgow.ca) on or before end of day Friday, October 30, 2026

STATEMENT OF INTENTION

We encourage applications from a wide spectrum of backgrounds and experiences, recognizing the immense value that diversity brings to our team. We're on a journey of learning and growth, continually striving to create a more inclusive and equitable environment. We encourage individuals from historically underrepresented communities, including Black, racialized, and Indigenous Peoples, members of the 2SLGBTQ+ community, newcomers to Canada, and People with Disabilities, to apply.

We are committed to providing accommodation for individuals with disabilities at every stage of the hiring process. We recognize that there is always more to learn and improve upon in our journey towards greater inclusivity and humility.

THE TOWN OF NEW GLASGOW IS GUIDED BY KEY STRATEGIES THAT DEFINE OUR COMMITMENT TO PROGRESS:

Investment in Infrastructure: We believe in the power of well-maintained infrastructure to drive growth and prosperity.

Commercial Development: We actively promote a business-friendly environment, fostering economic expansion.

Environmental Stewardship: We are dedicated to preserving and enhancing our natural surroundings for current and future generations.

Downtown Revitalization: We are invested in revitalizing our town center, making it a vibrant hub for all.

Cultural Diversity: We celebrate diversity and actively work to build an inclusive community.

Strategic Partnerships and Regional Cooperation: We believe in the strength of collaboration and actively engage in regional initiatives.



Health and Safety: We prioritize the well-being of our residents and employees, ensuring a safe environment for all.

The Creative Economy: We recognize the vital role of creativity and innovation in driving economic growth.

As an employee in New Glasgow, you'll be part of a community that embraces growth, diversity, and progress. Join us in shaping a future filled with opportunities, both for personal and professional development, in a town that treasures its heritage while embracing a forward-thinking vision.