

Employment Opportunity: Manager of Environmental Services



Job Posting: Manager of Environmental Services

Position Title: Manager of Environmental Services
Reports to: Director of Planning & Public Works
Direct Reports: 3x Utility Operators

Salary Range: Grade 5 (\$91,000-\$119,000)
Position Type: Permanent, Full-Time

About the Role

The Manager of Environmental Services leads the operation, maintenance, and emergency preparedness of the Town's water and wastewater systems. You will provide leadership to a team of utility operators, ensure regulatory compliance, and guide capital upgrades that support reliable and sustainable services.

This is a collaborative role that works with staff, contractors, and stakeholders on infrastructure planning, project delivery, and asset management. With major upgrades underway to the wastewater treatment facility and water system, it's an exciting time to join the Wolfville team.

Key Responsibilities

Water & Wastewater Systems

- Lead the operation, testing, and regulatory compliance of the Town's water and wastewater systems.
- Develop preventative maintenance programs, standard operating procedures, and emergency response plans in coordination with provincial and federal agencies.
- Recommend and coordinate system improvements, including distribution, treatment, monitoring, and SCADA operations.
- Respond to public concerns and ensure timely resolution of service issues.

Capital Program & Asset Management

- Manage water and wastewater capital projects, including planning, budgeting, procurement, and construction oversight.
- Prepare project scopes, tender specifications, engineering drawings, and lifecycle assessments.
- Lead asset management and long-term budget forecasting to support system

Employment Opportunity: Manager of Environmental Services



sustainability.

- Oversee inspections, GIS mapping, and infrastructure assessments to guide upgrade priorities.

Leadership & Collaboration

- Supervise utility operators and contractors, ensuring safe and effective system operation.
- Work with colleagues, consultants, and external stakeholders—including Acadia University—on infrastructure planning and delivery.
- Provide technical advice to Council, staff, and the public on water and wastewater matters.

General Duties

- Support policy, bylaw, and report development.
- Contribute to organizational planning as part of the Town's Management Team.
- Participate in emergency response coordination and follow all occupational health and safety standards.

Qualifications and Experience

Education and Registration

- Bachelor of Engineering (environmental discipline preferred; civic experience considered an asset)
 - Registered as a Professional Engineer with Engineers Nova Scotia considered an asset
- OR
- Technician or other related education and/or training(s) combined with experience working with wastewater and water systems will be considered.
 - Minimum Level 1 Water & Wastewater certifications or a willingness to take training considered an asset.

Experience

- At least 5 years of experience in municipal engineering or infrastructure planning and delivery.
- Experience in project management, procurement, and municipal operations is an asset.

Technical Skills

- Proficiency in Microsoft Office Suite is required.
- Experience with AutoCAD/Civil 3D and ArcGIS is an asset.
- Understanding engineering design standards, asset management, and construction administration.

Employment Opportunity: Manager of Environmental Services



Core Competencies

- Strong leadership and team coordination skills.
- Excellent communication and report-writing abilities.
- Strong decision-making and organizational skills.
- Ability to work collaboratively with internal teams, consultants, contractors, and the public.
- Ability to manage multiple priorities and adapt to shifting demands.

Working Conditions

- Office-based work with frequent computer use.
- Occasional field visits to worksites and facilities.
- Attendance at Council and committee meetings, including some evenings.
- Participation in emergency management as required.

Commitment to Equity and Inclusion

The Town of Wolfville welcomes and encourages applications from all qualified candidates, including Indigenous peoples, Black and other racialized individuals, people with disabilities, newcomers to Canada, members of 2SLGBTQIA+ communities, and others with diverse lived experiences.

If you require an accommodation at any stage of the recruitment process, please contact Barb Shaw, Accessibility Coordinator at 902-679-9124 or at bshaw@wolfville.ca.

We are committed to working with applicants to meet their needs.

How to Apply

Submit your application, including a cover letter and résumé, by email to Karen Outerleys at kouterleys@wolfville.ca with Manager of Engineering Application in the subject line or through the job ad platform.

We thank all applicants for their interest; only those selected for an interview will be contacted.

This position will remain open until it is filled.