



KBRS

Executive Brief

Town Engineer





About the Town of Sussex

Located in the heart of southern New Brunswick in Kings County, the town of Sussex sits between the province's three largest cities, Saint John, Moncton, and Fredericton, straddling the Kennebecasis River. With tree-lined streets, gracious older homes, and an abundance of small-town charm, Sussex combines a thriving business culture, recreational possibilities, and an outstanding array of community services.

The town of Sussex has a population of 5,988. The Town Hall accommodates Town Administration offices, the Council Chambers and Committee Room. The Town Office is administered by a Chief Administrative Officer, Town Clerk, Town Treasurer, Director of Public Works, and administrative staff. The town employs 36 full-time staff, 19 of which are unionized employees.

The town is home to several key municipal facilities that support its operations and services including the Fire Hall, which accommodates the Fire Department and the town's Emergency Operations Control Centre; the 8th Hussars Sports Centre; the Sussex Regional Library; and the Works Centre Garages which accommodate the Works Department and its equipment.

Town Leadership

The town of Sussex operates under a council form of government. As of January 2025, the Mayor and Council leadership team includes:

- Mayor Marc Thorne
- Deputy Mayor Tim Wilson
- Eric Nelson, Councillor at Large
- Graham Milner, Councillor at Large
- Paul Maguire, Councillor Ward 1
- Fred Brenan, Councillor Ward 1
- Catherine MacLeod, Councillor Ward 2
- Doug Bobbitt, Councillor Ward 2

The administrative team is currently led by:

- Scott Hatcher, Chief Administrative Officer
- Heather Moffett, Treasurer
- Tara Olesen, Town Clerk
- Shelley Scott, Purchasing Agent
- Shawnee Bolt, Payroll/Finance Officer

For the full directory of the town's departments, please click [here](#).

Recent Developments

In 2024, Sussex developed a [Community Risk Reduction Plan \(CRRP\)](#) to identify and address public safety risks, ensuring compliance with NFPA 1300 standards.

The town has submitted a [Flood Mitigation Proposal](#) to the Impact Assessment Agency of Canada, aiming to construct two flood diversion channels to protect the downtown core and residential areas by redirecting floodwaters into the Kennebecasis River. Click [here](#) for more information on the Flood Mitigation Plan.

Financial Standing

The town of Sussex is in a strong financial position, with a stable and well-managed budget allowing for continued delivery of essential services, investment in key infrastructure, and planning for the future. Sussex is committed to full transparency, and residents can find detailed financial information within the most recent [annual report](#).

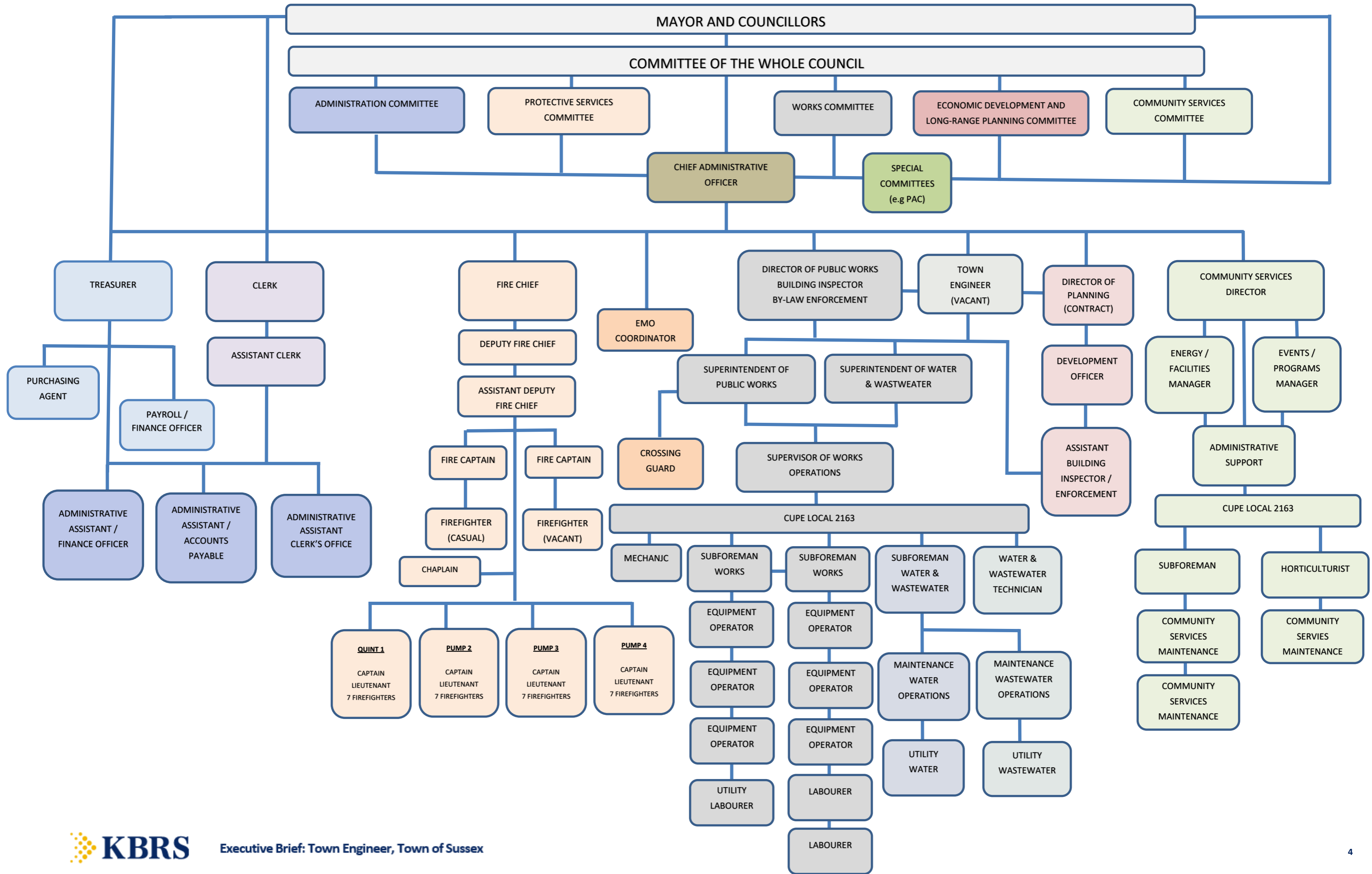




Position Profile

Reporting to the CAO, the Town Engineer is a public-facing senior leadership position responsible for performing complex technical, managerial, and administrative work related to public infrastructure, municipal engineering, and capital projects in the town of Sussex. This inaugural position is responsible for leading complex engineering projects, coordinating with consultants and contractors and supporting the CAO and Treasurer in ensuring fiscal responsibility, financial planning, and project execution. As the Town Engineer, you will ensure the successful implementation of capital projects, infrastructure renewal, and the town's Flood Mitigation Plan while maintaining transparency and accountability to Council and the public.

As Town Engineer, you will be at the forefront of executing the flood plan and shaping the future of the town of Sussex's rapidly growing community. Your expertise will drive lasting, positive change— strengthening the town's infrastructure, improving quality of life, and leaving a legacy that benefits generations to come. The Town Engineer will make a tangible impact and help define the town's future.



Key Responsibilities and Priorities

Infrastructure Planning & Asset Management

- Develop and oversee long-term infrastructure strategies to support the town's continued growth and asset renewal.
- Oversee and administer the town's water, sewer, transportation, and building infrastructure projects.
- Implement and monitor asset management programs, assessing lifecycles and renewal priorities.
- Establish and maintain an inventory of the town's streets and drainage infrastructure, providing recommendations for preventive maintenance and cost reduction.

Project Execution & Financial Oversight

- Oversee and implement capital improvement projects, ensuring timely execution and fiscal responsibility.
- Oversee the development of plans, specifications, contract documents, and construction of projects.
- Manage tendering, contract administration, consultant relationships, and compliance with engineering standards.
- Work closely with the Treasurer to oversee municipal spending and budgeting.

Flood Mitigation & Climate Adaptation

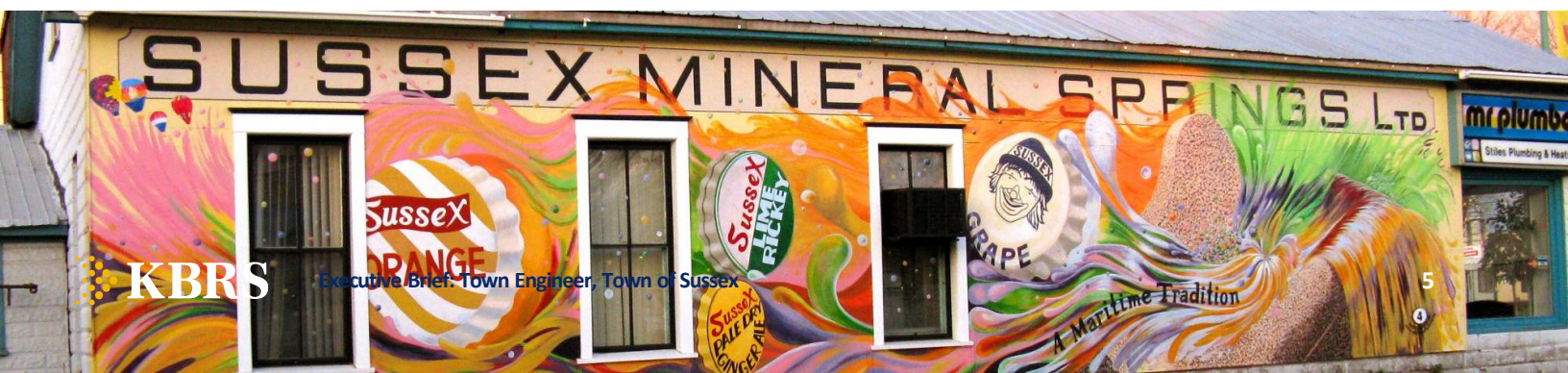
- Champion the town's Flood Mitigation Plan, implement solutions to minimize risk, and assist the Sussex management team in identifying and securing capital project funding.
- Integrate climate action strategies into municipal infrastructure planning and execution.

Municipal Partner & Public Engagement

- Serve as a key municipal representative for engineering-related inquiries from developers, businesses, and residents.
- Communicate technical data effectively to Council, administration, and the public.
- Provide expert guidance to the CAO and Council on the town's engineering priorities and financial feasibility.
- Coordinate and collaborate with the Government of New Brunswick Department of Transportation and Infrastructure on transportation projects and regional group partnerships.
- Assist the CAO in regional initiatives as directed.

Leadership & Team Collaboration

- Supervise and direct engineering staff, ensuring best management practices and professional development.
- Foster collaboration with Public Works and other departments to enhance municipal service efficiency.
- Work closely with the CAO and Treasurer to align infrastructure projects with council priorities and fiscal planning.
- Administer consultant contracts, including proposal evaluation, negotiation, and performance oversight.



Ideal Candidate Profile

As the ideal candidate, you are a strategic, results-driven engineer, ideally with experience leading and overseeing the execution of municipal infrastructure projects. You have a deep appreciation for meaningfully contributing to and leading within a publicly accountable context on projects that impact the long-term growth and sustainability of a community. You are a natural problem solver who thrives in complex, multi-partner environments and possesses the technical expertise, leadership skills, and political acumen needed to manage Sussex's municipal infrastructure challenges.

You have a strong background in managing a broad range of projects with experience in areas like municipal water, sewer, transportation, and building infrastructure. As a skilled project manager, you ensure that capital and infrastructure projects are completed efficiently, within budget, and with accountability and transparency. You bring expertise in procurement and cost containment, enabling you to work closely with the town's Treasurer and CAO to manage infrastructure investments and tenders.

Your well-developed communication skills and collaborative leadership style enable you to seamlessly engage and build relationships with a diverse group of partners including government representatives, external consultants, and community partners. Highly diplomatic, you navigate political sensitivities while championing Council's vision and ensuring municipal investments deliver tangible benefits to the community. You are comfortable in high-pressure situations, balancing competing priorities, managing public expectations, and maintaining transparency and accountability.

A confident leader, you are a mentor to those around you and provide expert guidance to senior administration and municipal leadership. You see this role as an opportunity to leave a lasting legacy by driving sustainable infrastructure improvements that enhance quality of life and position the town of Sussex for continued long-term success.



Key Competencies

Collaborative Leadership

You are a seasoned leader who brings expertise in forging effective relationships and connections, enabling you to collaborate with the town’s CAO, Treasurer, engineering staff, consultants, and Council members. You work to create an inclusive, high-performance work environment where all voices are heard. With a balanced approach, you provide guidance and oversight while trusting others to excel, bringing out their best and ensuring accountability.

Financial Acumen & Project Management

You are skilled at championing your organization’s vision and ensuring infrastructure projects align with broader strategic priorities and plans. Your strong project execution skills enable you to balance the short-term needs of infrastructure projects, tenders, and contract administration with the long-term planning needs of the community. You are skilled at overseeing multi-million-dollar infrastructure budgets.

Strategic and Agile Problem Solver

You are experienced in managing and implementing strategic and highly technical project plans, taking a proactive approach to problem-solving. You anticipate future challenges and proactively address them, ensuring long-term, sustainable solutions are in place. Adaptable and confident, you excel in navigating ambiguity, taking initiative with little direction. You are strategic in your planning yet also agile, efficiently adjusting plans and projects as circumstances evolve while keeping priorities aligned with broader goals.

Partner Engagement & Communication

You have strong communication skills, making technical data and information accessible to non-technical audiences. You are comfortable working and engaging with all levels of government, the public, and community partners. You engage the community with transparency, keeping them informed about projects, budgets, and decisions, ensuring they understand what’s happening and how resources are being used.

Key Competencies (cont'd)

Public Procurement & Third-Party Engagement

You have deep knowledge of public procurement, tendering processes, and RFP requirements for professional services. Experienced in leading public engagement and representing municipal interests, you understand government funding and regulatory approvals. Your ability to advocate for infrastructure priorities at provincial and federal levels makes you an effective front-line representative, balancing community expectations with municipal realities.

Political Acumen

You have experience working with elected officials and municipal leadership while maintaining neutrality in political matters. Your ability to navigate public and political pressure with diplomacy and resilience allows you to handle challenging situations with professionalism. You understand the municipal decision-making structures and are able to integrate within it and effectively contribute to overarching goals.

Technical Expertise

You have extensive knowledge of municipal engineering, including areas like water, sewer, transportation, roads, drainage, site development, and buildings. Your expertise in water and wastewater system management ensures regulatory compliance, and you have the ability to evaluate construction projects to ensure they align with best practices and contract requirements.

Commitment to Public Service

You understand and believe in the role and importance of a professional public servant. You understand the complexities of the public sector and you are comfortable being accountable to multiple partners at any given time. Decisive and results-oriented, you are confident in giving advice and making recommendations that contribute to broader operational and policy decisions. Highly ethical and honest, you hold yourself to a high standard in all aspects of your work and life. You demonstrate a strong commitment to community engagement.



Living in Sussex

Sussex is a vibrant, progressive, forward-thinking town where a positive culture thrives and is surrounded by a rich tapestry of arts and culture that inspires creativity and growth.

Nestled in the heart of New Brunswick, Sussex is a charming town that offers a perfect blend of small-town warmth and modern amenities. Known for its picturesque landscapes and vibrant community, Sussex is an ideal place for those seeking a balanced lifestyle. Sussex is poised for growth and is in good financial standing.

Community and Lifestyle: Sussex boasts a friendly and welcoming community, making it easy to feel at home. The town is surrounded by beautiful natural scenery, including rolling hills and lush forests, perfect for outdoor enthusiasts. The variety of local events and festivals brings the community together. Sussex is a welcoming community with a dedicated multicultural association that supports and includes immigrants, offering a strong network of resources and support systems. Sussex offers well-organized recreation programs, and everything needed for a vibrant family life. It's more than just a small community—it's a place where families can truly thrive.

Workforce and Employment: Sussex offers a range of employment opportunities across various sectors, including agriculture, manufacturing, and retail. The town supports its workforce with excellent benefits, including health and dental services, group life and disability insurance, and an employee wellness program.

Quality of Life: Living in Sussex offers a remarkable quality of life characterized by affordability, safety, and convenience. Housing options are varied and budget-friendly, making homeownership and comfortable living accessible for families, young professionals, and retirees. With its low crime rates, Sussex provides residents with

peace of mind and a secure environment where neighbours know each other and children can play freely. The town's commitment to maintaining a clean and well-kept community is evident in its beautiful parks, tidy streets, and community initiatives that promote environmental stewardship. Residents benefit from easy access to essential services, including healthcare facilities.

Education and Family-Friendly: Sussex is an ideal place for families, offering excellent schools and diverse educational programs that support lifelong learning. The town is home to well-regarded regional high schools, strong elementary and middle school options, and access to specialized learning opportunities. From structured sports leagues and outdoor adventure programs to a community pool, parks, and walking trails, there are endless ways for children and adults to stay active and engaged. With a strong sense of community and a safe, welcoming atmosphere, Sussex is a place where families can grow, learn, and thrive together.

Fun Facts about the town of Sussex

Atlantic Balloon Fiesta: Sussex hosts Atlantic Canada's largest hot air balloon festival, attracting visitors from across the region.

The Mural Capital of Atlantic Canada: Sussex is home to more than 25 large-scale murals that depict its rich history, cultural heritage, and way of life. These murals transform the town into an open-air art gallery and attract many tourists each year.

An Outdoor Dream: Ski lovers will feel at home in Sussex, with [Poley Mountain](#) and the stunning [Parlee Brook Amphitheatre](#). Outdoor enthusiasts can explore [Sussex Bluffs](#), Friars Nose, and the Nature Trail, while the Kennebecasis River offers great fishing, paddling, and [tubing](#).

Living in New Brunswick

As Canada's only constitutionally bilingual province, New Brunswick gives residents and visitors a cultural experience matched by no other province in Canada. Made up of a variety of landscapes and regions, New Brunswick has oceans, beaches, forests, mountains, rivers, cities, small towns, and almost everything in between to offer. New Brunswick's 15 First Nations communities are a vital part of its heritage. There are more Indigenous names used for rivers, towns, and other landmarks in New Brunswick than in any of the other Atlantic provinces. Influenced by its Francophone and Anglophone communities, New Brunswick's cultural mosaic is also shaped by contributions from generations of immigrants from all over the world.

As one of the longest-settled areas in Canada, New Brunswick has produced and attracted top artists and thinkers. The Acadian community spread out across the province retains its unique cultural icons. With a vibrant mix of traditional and welcoming rural communities alongside larger and modern cities the province prides itself on the diversity in its communities and their unique cultures while retaining a sense of hometown, and "Maritime" hospitality.

With a wealth of natural resources, New Brunswick has traditionally leveraged these to form the center of its economy. With its vast forested areas, lumber products are one of the main exports. Today, the province has also shifted to add more modern, service-based industries, with major healthcare, financial, and insurance industries leading the way. Many companies are also choosing New Brunswick for customer service and technical support call centres because of the availability of skilled, well-educated, and bilingual staff. Manufacturing, heavy industry, transportation, and distribution centers with rail, air terminal, and port facilities are also major employers throughout the province.

Ultimately, it is a combination of the traditions and culture in its rural towns and innovation and technology in its modern cities to make New Brunswick such a unique and great place to live and work. Sharing a border with Maine and Quebec also makes New Brunswick an ideal vacation and leisure location.

Becoming a Candidate

The KBRS team will work to ensure you are supported and well-informed throughout this process. Both KBRS and the town of Sussex commit to respecting the confidentiality of your interest throughout this process. Experiencing self-doubt when making a career change is natural but with candour, communication, and understanding, we seek to ease the uncertainty.

Interviews with KBRS

As we receive the applications from interested candidates, we compare against the key selection criteria set by the search committee. We speak with those candidates whose experience and qualifications are most closely aligned with the ideal candidate profile.

In your initial meeting with KBRS, we will seek to understand more about your background, qualifications, experience, and interest in the position. A second meeting may occur with the Partner leading this search to further delve into your qualifications. Our goal in this information gathering is to best represent you to the client.

As you move forward in the search process, you will need to consider:

- **Terms of an appointment**, consider factors including compensation, benefits, and location.
- **Relocation** including housing, schools, relocation assistance and other matters of importance to you.
- **Alignment** of this role and organization to your personal objectives and preferences. If you have questions that you need to have answered before continuing to pursue this role, please let us know and we will coordinate additional information.

Search Committee Interviews

The search committee will consider all candidates presented and will invite a small group of candidates who are most closely aligned, relative to the key selection criteria and the given pool, to advance further. Typically, this next step is an interview with the search committee and a KBRS partner. If there is a desire to move forward with your candidacy after the initial interview, you will be invited for further conversations with the search committee.

Shortly after these conversations, if both you and the search committee wish to proceed, we will work with you and the town of Sussex to create mutually acceptable terms of employment.

Resume Accuracy/Background Checks

If you progress to preferred candidate status, you will be asked to provide information to allow us to conduct a thorough background check which may include a criminal record and credit check, verification of your education, designations, and awards, and a social media scan. An offer would be subject to satisfactory completion of this phase.

Reference Checks

Reference conversations will take place should you advance to preferred candidate status. You will be asked to provide references who represent 360-degree working relationships you have had for the past several years, whether supervisors, peers, or direct reports. KBRS' policy is to present to our client a minimum of four to six references before an offer is made. We will ask you to contact your references in advance to verify willingness and prepare them for the contact from KBRS.

Offer

Upon satisfactory completion of reference and background checks, our client will proceed to the offer stage. If you feel ready to accept the offer, our client will wholeheartedly rely on your commitment. However, if you have any hesitations, we kindly ask that you let us know as early as possible and consider stepping back from the process. This will help ensure a positive experience for everyone involved.

Privacy and Confidentiality

KBRS respects the privacy and confidentiality of personal information you provide. All information will be in accordance with the Personal Information Protection and Electronic Documents legislation. A copy of our Privacy Policy is available for your review on our [website](#).

Diversity, Equity, and Inclusion

The town of Sussex is committed to being an organization where diversity and different perspectives are valued. We strive to be organizations that are inclusive, supportive, and reflective of the communities and organizations we serve, and we enthusiastically encourage applications from candidates who identify as part of a traditionally marginalized community.

Should you require an accommodation to participate fully in the recruitment process, please let us know at accommodate@kbrs.ca.

Contact Us in Confidence



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