

Department: Public Works

Division: Environmental Services

Reports to: Manager of Environmental Services

Position Objective/Summary

Responsible for the management and supervision of all City owned water distribution, wastewater collection systems, storm and groundwater pumping stations, infrastructure operations, and maintenance, ensuring compliance with legislative requirements. Designated as Overall Responsible Operator (ORO) for water and wastewater subsystems and certified in accordance with provincial government standards. The Supervisor is the Ontario One Call representative and is responsible for the oversight of the utility locate program and is responsible for the water metering program.

Duties and Responsibilities

(These set out the principal functions of the position and shall not be considered as a detailed description of all the work requirements).

- Establish operational parameters to optimize the effectiveness and efficiency of the water/wastewater subsystem or specific processes.
- Ensure that the relevant processes are measured, monitored, sampled, and tested in a manner that permits them to be adjusted when necessary, and records of all adjustments are maintained.
- Ensure that all equipment is properly monitored, inspected, and evaluated, and that records of equipment operating status are prepared and available at the end of every operating shift.
- Respond accordingly to customer complaints, concerns, and inquiries.
- Organizing, planning, prioritizing, scheduling, delegating, supervising, and directing the day-to-day activities of personnel.
- Ensure work is carried out and completed in accordance with the Occupational Health and Safety Act and all other applicable legislation.
- Coordinate and oversee routine maintenance and inspections of all water distribution, wastewater collection and stormwater system activities undertaken by assigned personnel and/or external contractors
- Oversee and support the operation, maintenance and management of facilities identified as Small Drinking Water Systems
- Participate in Ministry inspections and DWQMS audits.
- Process documentation for all underground locates related to work activities.

- Prepare reports and attend internal/external meetings as required/assigned; provide advice/guidance and make recommendations on water and wastewater infrastructure maintenance and operations.
- Review and evaluate service delivery processes with a view to streamlining/updating practices and fostering excellence in services and customer service.
- Job Cost and Analysis: estimating sizes, distances and quantities; determining time, costs, resources, or materials needed to perform a work activity.
- Develop annual operating budgets, monitor operating expenditures, and complete related variance reports.
- Assist with the development of annual capital budgets.
- Prepare and/or review RFPs/RFQs/tenders as assigned.
- Ensure all operators hold the appropriate certification, trained appropriately, and remain certified.
- Other duties as assigned.

Position Requirements

- Three (3) years of college or university education leading to Engineering Technologist Certificate or a related discipline
- Class 1 Ontario Water Distribution Operator Certificate
- Class 1 Ontario Wastewater Collection System Operator License
- Trenching and Shoring Awareness
- Five (5) years' experience in operation and maintenance of water distribution, wastewater collection, and storm sewer systems with two (2) years in a supervisory capacity in a unionized environment, preferably in a municipal environment

Knowledge/Skill/Ability

- Knowledge of applicable regulations, legislation, guidelines, standards, procedures, such as the Safe Drinking Water Act, Drinking Water Quality Management Standard, Drinking Water Works Permit, Municipal Drinking Water Licence, Consolidated Linear Infrastructure-Environmental Compliance Approvals for storm water and wastewater.
- Intermediate computer skills and experience with a wide variety of programs, such as Microsoft Word, Excel, Outlook, work order systems, and locate software.
- In-depth knowledge of the operation and maintenance of water, wastewater, and storm water systems.
- Knowledge of flow meters and leak detection.
- Proven analytical, organizational, planning, and leadership abilities.



WATER/WASTEWATER OPERATIONS SUPERVISOR

Non-Union

- Experience in managing field operations including knowledge of Occupational Health and Safety Act requirement and field safety procedures.
- Hazard recognition, problem-solving, mediation, budgeting, contract administration, water sampling and testing, teaching, coaching, motivation, planning, organizing, laboratory testing and procedures,.

Working Conditions

- This position works in the field as well as in office.
- ORO must be accessible 24/7 to offer guidance to operators
- Overtime is expected.