



Project Manager, Water Distribution & Wastewater Collection - Job ID #365

Job Title	Project Manager, Water Distribution & Wastewater Collection	Status / Job Type	Full-Time
Commission	Public Works	Department	Environmental Services
Union Affiliation	APAE/Exempt	Number of Openings	1
Rate of Pay / Range of Salary	\$70,975.00 to \$88,719.00	Benefits Entitlement	Yes
Hours of Work	35 Hours Per Week	Posting Date (4:30 pm)	May 18, 2017
Job ID #	365	Closing Date (4:30 pm)	Jun 1, 2017

Position Summary

Reporting to the Manager of Water Distribution and Wastewater Collection Division, the Project Manager is responsible for managing various annual contracts such as water meter replacement program, sewer main spot repairs program, sewer lateral repairs program, water service replacement program, leak detection program and CCTV inspection of sewers. The position will also coordinate with the Compliance Division regarding DWQMS. It will perform the role of Overall Responsible Operator (ORO) and will also provide back-up for the Supervisor when needed. This position will be providing technical, analytical, and contract management support including the identification, assessment, evaluation, and recommendation of best management practices, new initiatives and program performance measures as part of a continuous improvement cycle.

Qualifications

Responsibilities include, but are not limited to:

- Project lead for special projects as assigned by the Manager. Coordinate gathering of data and review/comment on consultants' reports and recommendations. Liaise with internal and

external stakeholders and prepare reports and correspondence related to distribution and collection projects.

- Manage a variety of professional engineering assignments in one or more specialized areas of municipal engineering involving water distribution, storm and wastewater collection systems.
- Assist the Manager with the coordination and contract management of water/wastewater locate services and ON1Call.
- Lead process documentation and optimization/standardization efforts related to operational and maintenance processes.
- Sectional lead for benchmarking initiatives and best management practices evaluation.
- Plan, schedule and manage CCTV inspection program for sanitary and storm sewer collection systems. Provide recommendations on repair or replacement strategies and cleaning programs for the collection systems based on inspection data.
- Provide technical, analytical, and contract management support including the identification, assessment, evaluation, and recommendation of best management practices, new initiatives and program performance measures.
- Review detail designs for capital and development construction projects as it relates to distribution and collection systems.
- Completes financial reporting and co-ordinates project financial accounting including processing of payment certificates and invoices.
- Act as a resource to provide research, data, interpretation and recommendations based on current City standards, specifications and engineering practices.
- Manage Water Meter replacement program including water meter supply and installation contracts.
- Manage contracts, specifications, tender calls, quantities, special provisions, revisions, addenda, payments, budget, project schedule and quality control for maintenance contracts for distribution and collection system projects.
- Lead process documentation for DWQMS and optimization/standardization efforts related to operational and maintenance processes.
- Investigate new technologies and repair techniques to improve service delivery.
- Provide operational support including operational procedures to the Manager and Section related to the identification, assessment, evaluation and recommendations of actions related to emerging issues, and new initiatives.
- Liaise with City Engineering Services, Traffic, Corporate Building Services, and other City Departments to coordinate projects and ensure alignment and efficient project delivery.
- Attend meetings with City staff, internal departments and external stakeholders as a representative of Brantford WD&WWC Division.
- Research project management theories, practices and trends to manage large data bases, quality improvement and contracts.
- Conduct studies and pilot programs as directed by the Manager.
- Supports internal benchmarking and continuous improvement initiatives.
- Supervises procurement of major services, materials, supplies, and equipment, develops and supports service agreements and contracts, develops and awards Tenders, RFPs, RFQs and manages increases in scope to existing projects.
- Responsible for writing reports and memos for customers, staff, management, and Council as well as SOP's, technical specifications, and work instructions.
- Review, approve and implement work plans and project budgets.

- Deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public, responding to enquiries.
- Responsible for coordinating and supervising contractors, consultants and in-house programs in all aspects of work as it relates to the distribution and collection systems and will take a leadership role in the implementation, development and administration of various databases, websites and information technology (IT) tools in support of the Drinking Water Quality Management System (DWQMS).
- Prepare, manage, monitor and report on budgets as they relate to the job.
- Required to provide backup coverage for Supervisor of Distribution and Collection and take part in the Overall Responsible Operator (ORO) Standby rotation for both distribution and collection systems.
- Supervise and manage staff (in accordance with the collective agreement where applicable).
- Prepare council reports, procurement awards, technical summaries and various memoranda.
- Provide advice and support to the development of the Asset Management Program.
- Deliver effective and efficient services including commissioning of public and private water and sewer systems, capital project support, material specification and design standard sign-off in conjunction with internal stakeholders.
- Provides feedback and recommendations for updated equipment specifications and for the Approved Product Review Committee.
- Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS AND EXPERIENCE:

- Proven knowledge of the theories and practices of civil engineering or environmental studies, normally acquired through a Community College Diploma or University Degree in a relevant discipline or an approved equivalent combination of education and relevant work experience.
- Minimum of 5 years' progressive experience related to water distribution and wastewater collection systems or acceptable equivalent combination of education and supervisory experience.
- Must possess, as a minimum, MOECC Class III Operator Certificate in Water Distribution and Class II Wastewater Collection by exam. Preference will be given to candidates with higher levels of certification by exam.
- Must possess previous supervisory experience and a strong knowledge of Operations and Maintenance as it relates to distribution and collection systems.
- Demonstrated experience in a municipal environment pertaining to operations, maintenance, construction, troubleshooting and problem solving skills relating to distribution and collections systems preferred.
- Excellent communication skills (both oral and written) coupled with project management and prioritization abilities.
- The ability to coordinate and relate well with professionals and non-professionals within and outside the organization on technical issues.
- Possess above average organizational skills and be able to work effectively with minimal supervision.
- Demonstrated knowledge of relevant legislation (i.e. Environmental, Labour and OH&S Act) to ensure adherence to same. Must have a broad knowledge of the City of Brantford's By-Laws,

Safety Policies, Maintenance Management Standards, Traffic Control Manuals, Ontario Fire Code, and Plumbing and Building Codes.

- Experience in a computerized environment with word processing, data entry, and manipulation of spreadsheets (i.e. Microsoft Word, Excel, PowerPoint, Outlook, Access, CMMS and GIS systems) with the ability to compile, calculate, and interpret trending data for parameters related to the Division.
- Ability to read and interpret blueprints; plan and profile, "as-built" drawings.
- Must be able to demonstrate knowledge of activity-based costing and asset management.
- Previous experience managing contracts and special projects is an asset.
- Possession of NAPPI/PACP certification is an asset.
- Requires a valid "G" class driver's license.

Qualified candidates please attach a detailed .pdf format resume & cover letter

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process.