



About the City of Hamilton

Contribute to the City of Hamilton, one of Canada's largest cities - home to a diverse and strong economy, an active and inclusive community, a robust cultural and dining scene, hundreds of kilometres of hiking trails and natural beauty just minutes from the downtown core, and so much more. Join our diverse team of talented and ambitious staff who embody our values of sensational service, courageous change, steadfast integrity, collective ownership and being engaged empowered employees. Help us achieve our vision of being the best place to raise a child and age successfully. **#BeTheReason**

JOB POSTING

JOB ID #: 18710

Water Distribution Supervisor
Public Works / Hamilton Water

NUMBER OF VACANCIES: 1 Full-Time Temporary

UNION/NON-UNION: CUPE Local 1041 Supv

HOURS OF WORK: 40.00 per week

GRADE: 5

SALARY/HOUR: \$45.933 - \$51.037 per hour

Note: See appropriate Collective Agreement or the Non Union Salary Range for details.

STATUS/LENGTH: Full-Time Temporary up to 24 months

JOB DESCRIPTION ID #: 2142

VACCINE VERIFICATION – As a condition of employment, you are required to provide proof that you are fully vaccinated, or provide proof of valid exemption, satisfactory to the employer prior to your start date. You must acknowledge and agree to comply with any future vaccine policy requirements as an ongoing condition of employment at the City of Hamilton.

SUMMARY OF DUTIES

Reports to the Superintendent of the Water Distribution & Wastewater Collection Section. Provides front-line supervision of Water Distribution staff engaged in operating and maintaining the potable water distribution system, consisting of approximately 1,900 kilometres of watermains, 12,000 fire hydrants, 14,000 water valves, 123,000 service connections, and various related system appurtenances.

GENERAL DUTIES

Leads, coaches, mentors and supervises Water Distribution field staff.

Provides technical knowledge and site evaluation necessary to direct staff as required.

Plans, schedules, and assigns work.

Generates work orders and service requests.

Co-ordinates preventive maintenance programs.

Co-ordinates repair/replacement construction crews.

Completes and maintains records such as time sheets, locate requests, and staff absence reports. Inputs and retrieves data from a computerized infrastructure maintenance management system (Hansen).

Oversees and inspects fieldwork by staff and external contractors and day-to-day operations of the Maintenance Yard including inventory control, general cleanliness, and preparedness.

Completes health and safety field inspections of staff.

Completes performance appraisals and performance development plans.

Monitors performances.

Create reports and presentations.

Receives and answers inquiries from staff, the public, utilities, other departments, and contractors in a timely manner.

Ensures that water quality is protected, and all works are compliant with the Ontario Safe Drinking Water Regulations.

Ensures that the terms of the Occupational Health and Safety Act are observed with respect to day-to-day and emergency operations.

Ensures that repairs and replacements of water assets conform to the guidelines of maintenance management manuals.

Ensures that requisitions for supplies, equipment and materials are processed.

Ensures that material inventory levels are controlled and adequate for continuity of day-to-day and emergency operations.

Ensures that all maintenance and construction activities adhere to directives issued by the Ministry of the Environment (MOE) and that staff work is environmentally friendly.

Drives service vehicle. Performs daily circle check.

Reads and interprets blueprints, Geospatial Infrastructure Management System (GIMS), and specifications and standards plans and profiles "as-built" drawings.

Provides background information on policies, programs, Waterworks and Wastewater bylaws, work methods, and procedures where appropriate.

Required to assume scheduled after-hours standby duty, which is shared among all supervisors.

Requires daily, complex decision-making using sound judgement, ingenuity, independent thinking, and team-building skills to maximize effectiveness of operations.

Be prepared to perform emergency response coverage.

Ensures that employees are provided with and use the appropriate equipment, materials and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job including, when necessary, acting as Overall Responsible Operator once certification is obtained.

QUALIFICATIONS

1. Demonstrated extensive knowledge of the duties listed above normally acquired through a Community College Diploma as an Engineering Technologist (Civil preferred) or approved equivalent and/or a combination of education and progressive work-related experience.

2. Must possess progressive satisfactory supervisory experience in the construction and/or maintenance of water distribution systems.

3. Must possess Class I Water Distribution Ministry of the Environment (MOE) Certification (by exam) and obtain Class I Wastewater Collection MOE Certification within one year. Preference will be given to candidates with higher levels of certification by exam. Class IV Water Distribution & Wastewater Collection is preferred.

NOTE: Class IV Water Distribution certification by examination must be obtained within a period of five years to continue your employment in this position.

4. Must have demonstrated knowledge of the Occupational Health and Safety Acts and Regulations and the Ontario Safe Drinking Water Act. Must have a broad knowledge of City of Hamilton bylaws, Traffic Control Manuals, City Safety Policies, Maintenance Management Standards, Ontario Fire Code, Plumbing and Building Codes.

5. Working knowledge of GIS system, GeoMedia preferred.
6. Experience in a computerized environment with word processing, data entry, and manipulation of spreadsheets.
7. Ability to read and interpret blueprints; plan and profile "as-built" drawings.
8. Working knowledge of the Infrastructure Management System (Hansen database preferred).
9. Must be able to demonstrate knowledge of activity-based costing and asset management.
10. Must be able to demonstrate the ability to communicate effectively with all levels of staff and the public.
11. Must possess a valid Ontario Driver's Licence, Class "G".

NOTE: As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Criminal Record & Judicial Matters Check, at their own expense, prior to beginning work in this position.

Disclaimer:

Be advised that Human Resources frequently audits resumes of internal/external applicants to ensure/validate information provided is consistent and trustworthy. Falsification of information provided at any time throughout the recruitment process may be grounds for disqualification, and for internal applicants, subject to discipline up to and including termination.

Terms:

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, the City of Hamilton is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The City will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.

We invite you to visit the departmental webpage to obtain further information on the culture and business of this department.

The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace.

It is the responsibility of the applicants to ensure that their application reaches Human Resources by the closing date or they may not be considered. It is also the responsibility of applicants to supply qualifications, licences and related experience relevant to the qualifications outlined above for this competition as directed. On the basis of the criteria set out above, this posting is open to all applicants

The statements made by me are true, complete and correct to the best of my knowledge. I understand that any falsification of statements, misrepresentations, deliberate omission or concealment of information may be considered just cause for discipline, up to and including termination for internal applicants and disqualification for external applicants.

Please apply on or before: Wednesday, September 14, 2022 at 11:59pm at www.hamilton.ca/careers and reference Job ID: 18710.