

WASTE WATER TREATMENT PLANT MANAGER

Competition #J1023-1392

Located in the heartland of northern Saskatchewan, the City of Prince Albert is a vibrant and innovative municipality that prides itself on being a family focused community. Situated just minutes from lake country the City of Prince Albert is a recreational paradise that offers all the benefits of big city amenities including access to arts, entertainment and unique cultural experiences. The City is leading the way in creating an active, prosperous and healthy City of opportunity for our 36,000 residents. We are in search of ambitious, passionate and talented individuals who are looking for a rewarding career that supports work life balance. If you are interested in contributing to this vision, we welcome you to apply at www.citypa.ca. Come enjoy a balanced way of living at the City of Prince Albert.

Applications are now being accepted for the position of Waste Water Treatment Plant Manager in the Public Works Department. The role will direct and supervise the daily operation of the Waste Water Treatment Plant and lift stations, with established environmental, safety and operating standards, policies and emergency response procedures to ensure all regulations and requirements concerning the treatment of waste water have been met.

Principle Duties & Responsibilities:

- Supervise, schedule and manage the performance of employees assigned to the Waste Water Treatment work unit.
- Monitor operation of the Waste Water Treatment Plant, related facilities and equipment, ensuring all safety, operational and maintenance activities are completed.
- Ensure reports to the Water Security Agency, and any other regulating bodies are completed and submitted accurately.
- Reviews and evaluates reports, records, logs, and graphs to confirm adequacy of present and projected effluent water needs. Ensures that uniform monitoring and recordkeeping are performed facility-wide.
- Ensures that all personnel receive safety and process training. Works to identify and provide opportunities for the team to learn new skills and techniques.
- Investigate and respond to various waste water treatment issues forwarded through City Council, senior administration and public inquiries.
- Assess and troubleshoot problems and determine resources needed to resolve them.
- Develop and recommend budget requirements for the Waste Water Treatment division, and monitor and track expenditures.
- Identify and propose short and long term plans to be considered for operating or capital budgets.

Required Qualifications:

- Minimum 2 year post-secondary diploma in an applicable municipal engineering field
- Class 4 Waste Water Treatment Operator certification
- 3 years progressively responsible work experience in a municipal environment.
- Confined Space Entry, WHMIS, H2S Alive, First Aid/CPR

Key Knowledge, Technical Skills and Abilities:

- Knowledge of federal and provincial regulatory acts relevant to waste water treatment and sewage collection system
- Knowledge of bylaws, policies and procedures specific to the City of Prince Albert.
- Knowledge of current OH&S standards and regulations.
- Demonstrated ability to make decisions with careful consideration of the merits of alternative choices, to draw conclusions, resolve disputes and exercise judgement forthrightly and unambiguously.
- Demonstrated ability to prepare accurate, effective and easily understood written communications and reports.
- Strong PC skills with proficiency in word processing, spreadsheet and database software and the ability to optimize the use of technology and systems to communicate, manage budget and to streamline processes and increase efficiency.

- Knowledge of Process / Operations Management, QA/QC procedures, Safety, Environmental and Facilities / Capital Equipment Management. Demonstrates above average expertise in at least one of the key areas of general knowledge.
- Knowledge of Programmable logic controls (PLC) and Supervisory Control And Data Acquisition (SCADA) systems.

To explore this opportunity in confidence, please apply online with a resume and cover letter by the end of the day on **Wednesday, November 22, 2023** at <https://www.citypa.ca/en/city-hall/jobs.aspx>.