

Posting # 2072**Title: Supervisor II – Distribution and Collection**

Section: Distribution and Collection
Division: Linear Infrastructure Services
Department: Growth and Infrastructure
Initial Reporting Location: Frobisher Depot

Job Status: Permanent Position
Number of Vacancies: 1
Affiliation: Non Union
Hours of Work: 70 hours bi-weekly
Shift Work Required: Shift work may be required
Range of Pay: Group 13* - \$3,851.40 to \$4,533.90 bi-weekly

The start date will follow the selection process.

This position is not eligible to work remotely.

A **criminal record check** is required for this position and will be requested by the Hiring Manager should you be the candidate of choice. Please do not submit your criminal record check with your application.

Main Function: The position is responsible to the Manager of Distribution and Collection for the complete management, direction, and supervision of personnel or contractors engaged in the operation and maintenance of Community Living Greater Sudbury's (CGS's) distribution and collection infrastructure; in support of the Section Business Plan and quality customer service outcomes for the citizens of the community.

Characteristic Duties: Under the general direction of the Manager of Distribution and Collection.

1. Manage the financial, human, and physical resources of a designated geographical area within CGS, and in alignment with CGS's vision, values, and in accordance with the annual Business Plan.
2. Assign employees material and equipment required to carry out assigned jobs; check crews and work programs.
3. Offer advice and direction to employees on operational matters and act as Operator in Charge (OIC) or Overall Responsible Operator (ORO) as directed.
4. Direct and supervise contractors undertaking work for the Distribution and Collection Section.
5. Directly supervise operations and maintenance activities; inspect work sites during job progress and upon completion to ensure the work has been performed efficiently and satisfactorily as outlined in legislation and regulations.
6. Act as CGS representative for MOE and MOL inspections relating to distribution and collection systems. Reply to and enforce orders issued as a result of inspection.
7. Liaise with the Ontario Water Wastewater Certification Office (OWWCO) to authorize employee licenses related to distribution and collection systems.
8. Approve payment for all purchase orders and requisitions within area of responsibility of the distribution and collection budget.
9. Ensure all work is performed safely and with minimum inconvenience to the public.
10. Investigate damage claims; responding on site in his/her area of operation and directing appropriate corrective action.
11. Interpret drawings and instructions issued by superiors.
12. Verify to ensure M.M.M.S. system crew work cards and work orders have been properly completed.
13. Train Employees in all aspects of work.
14. Act as management's representative at the complaint stage of the grievance procedure.
15. Under the supervision of the Manager of Distribution and Collection, monitor and manage performance; including dispensing discipline to employees. Make recommendations to hire, discharge, and promote employees as required.
16. Develop and conduct regular safety training sessions to personnel and contractors within area of responsibility. Ensure training records are accurate and up-to-date.
17. May be required to work on a shift rotation for 24/7 coverage.

18. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
19. Perform other related duties as required.

Qualifications:**Education and Training:**

- Successful completion of Secondary School (Grade XII) Education.
- Two (2) year College Diploma from a relevant post secondary institution an asset.
- MOE certification as minimum Class III Wastewater Collection, and Class IV Water Distribution and Supply.

Experience:

- Minimum of four (4) years experience in the operation of water distribution/wastewater collection facilities, with at least two (2) years as OIC in a Class 2 facility or higher.
- Minimum of two (2) years supervisory, preferably in a unionized environment.

Knowledge Of:

- Applicable legislation and related regulations.
- Best practices within areas of responsibility.
- Knowledge of GIS Mapping System considered an asset.
- Knowledge in the use of computer and software systems, such as, MS Office, and Adobe Reader.
- Knowledge with computerized spreadsheets is considered an asset.

Abilities To:

- Demonstrate interpersonal skills in dealing and meeting the needs of citizens, staff, and outside agencies in a courteous and effective manner.
- Achieve high standards for the Section.
- Create and respond appropriately to a continuous learning environment.
- Balance conflicting demands from stakeholders.
- Manage the financial, human and physical resources of the Section in a collaborative manner.
- Manage conflict; mediate disputes; assist in reaching consensus.
- Share power horizontally and vertically.
- Provide a stabilizing influence within the Section.

Personal Suitability:

- Mental and physical fitness to perform essential job functions.

Language:

- Excellent use of English; verbally and in writing.

Other Requirements:

- May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.
- Provide, at own cost, a current Criminal Record Check.

Leadership Competencies:**Tactical Coordination and Direction (I)**

For more information on leadership competencies, please visit www.greatersudbury.ca/jobs.

This job is also being posted as a development opportunity. Should there be no fully qualified candidate for this position, a candidate who can be expected to meet the required qualifications within a reasonable period of time may be considered for this position as a development opportunity.

Development opportunity range of pay: \$3,500.70 to \$4,120.20 bi-weekly. The successful candidate will be paid at the reduced range until the minimum qualifications have been met.

How to Apply:

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit www.greatersudbury.ca/jobs to apply online.

We must receive your resume before 11:59 p.m. on Thursday, May 16, 2024. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
 - .doc
 - .docx
 - .txt
 - .pdf
 - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

Live outside Canada or new to Canada?

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](#)

Contact Us:

For technical difficulties, issues, questions or accommodations with an application made online email myJOBS@greatersudbury.ca