



<b>Position Title:</b>	Utilities Chargehand	<b>Competition No:</b>	2024-34
<b>Department:</b>	Operations	<b>Close Date:</b>	Until Filled

**Position Details:**

Probation Rate: \$38.52

2024 CBA

Regular Rate: \$40.55

2024 CBA

Hours of Work: 40 hours/week

Employment Type: Permanent

**About Us:**

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests.

**The Opportunity:**

Under the direction of the Manager of Utilities, the Utilities Chargehand is responsible for performing duties related to the operation, monitoring, repair and maintenance of all water and wastewater treatment facilities for the Corporation.

In order to meet compliance with provincial legislation, the Chargehand is required to assume the role of Operator In Charge on a rotational basis with fellow Utility Operator staff or as directed by the Manager of Utilities.

**Job Duties:**

1. Supervisory
  - Supervise the operation and maintenance of City underground infrastructure including the water, wastewater, and stormwater networks.
  - Assign and supervise work task assignments for the Utility Operator and Utility Maintenance teams; provide assistance and guidance when required.
  - Responsible for training and competency evaluations of personnel in the Division.
  - Supervise all water and wastewater construction for excavations, plant shutdowns, and any repairs that are required.
  - Ensure safe work procedures and safe work guidelines are followed throughout the Utilities Division.
  - Assist the Manager of Utilities in inspections of work performed by contractors hired by the city or working under the applicable permits.
  
2. Utilities Operation and Maintenance
  - Undertake all tasks related to the operation of the main equipment at the water treatment plant

(WTP) and raw and treated water pumping systems.

- Undertake all tasks related to the operation of the main equipment at the wastewater treatment plant (WWTP), U.V. disinfection system, decant lagoon and pumping stations.
  - Undertake all tasks related to the operation of the Domestic Drinking Water Wells that are utilized for the supply of raw water to the City.
  - Undertake all tasks related to the operation of the sewage lift stations that are utilized for collection of wastewaters in the City.
  - Undertake all tasks related to the operation of retention ponds including pumping stations.
  - Undertake all tasks related to operation of the stormwater piping network.
  - Assist the Manager of Utilities in interpreting as-built drawings and GIS.
  - Lead Utility staff or other City employees in all water and wastewater repairs, including but not limited to, watermain breaks, sewer main blockages, flushing hydrants and inspections, manhole inspections, and updating as per capital asset management program.
3. Water and Wastewater Buildings and Equipment Operation and Maintenance
- Operate small equipment and a variety of hand tools as related to treatment facilities.
  - Assist outside contractors when performing repairs.
  - Perform routine checks, minor servicing, cleaning, and basic maintenance of the equipment they are operating.
  - Inform the Manager of any required maintenance or safety issues with equipment they are operating, and to complete or assist in completion of repair/installation of City owned equipment/property.
  - Assist in shutdowns and cleaning of lime clarifiers.
  - Maintenance of tools and personal protective equipment for all excavations
4. On Call Rotation
- Respond within 30 minutes to alarm from the SCADA system at the WTP. Monitoring station when on call and be on rotating shift emergency call from 5:00 p.m. – 8: a.m. during weekdays and 24 hours on weekends.
  - Provide assistance to on call personnel in an emergency if required.
5. Administrative
- Ensure locates are completed for excavations, within established timelines.
  - Assist the Manager of Utilities in developing and updating policies, procedures, and programs for accomplishing approved objectives, including the development of methods, standards, scheduling and reporting systems for an effective delivery of municipal services within the Utilities Division.
6. Exceptional Citizen Service
- Ensure the efficient and effective provision of services to Citizens and respond to inquiries from CitizenSupport Representatives and other Departments, as required.
  - Work co-operatively with all City Departments and personnel to support corporate initiatives and improve the overall citizen service experience.
7. Capital Asset Management Program
- Understand and comply with the City's Capital Asset Management policies.

- Support the development and delivery of the City's Capital Asset Management Program by providing professional advice and undertaking related tasks as needed.
8. Provide support and training to other employees within the department as required; to provide training and assistance to other municipal staff as required.
  9. Perform other related duties as assigned.

### **Qualifications and Minimum Requirements:**

#### **1. Knowledge, Skills and Abilities**

Minimum qualifications shall include:

- Grade 12 Education with courses in Chemistry, Mathematics, Physics & Electrical Theory.
- Five (5) years as the role as supervisor or foreman in construction or municipal sector.
- Three (3) years experience within a similar Water/Wastewater Treatment Facility operation in a municipal corporation, or comparable education and training in the Construction sector background, i.e. excavations
- Possess Certification in Level III Water Treatment Plant Operator License - Province of Manitoba (time requirement and pass exam) or ability to attain within 6 months.
- Possess Certification in Level II Water Distribution Facility Operator - Province of Manitoba (time requirement and pass exam) or ability to attain within 6 months.
- Possess Certification in Level III Wastewater Treatment Plant Operator License - Province of Manitoba (time requirement and pass exam) or ability to attain within 6 months.
- Possess Certification in Level II Wastewater Collection Facility Operator - Province of Manitoba (time requirement and pass exam) or ability to attain within 6 months.
- Must possess confined space, fall arrest, ladder training, excavation, and ground force training or ability to attain within 6 months.
- Must be capable of assuming the position of Operator in Charge as required under Provincial Legislation Mandatory Certification Process on an on-going rotational basis with fellow Utility staff or as directed by the Manager of Utilities or ability to attain within 1 year.
- Successful completion of a relevant Manager and/or Supervisor course or ability to attain within 6 months.
- Possession of a Valid Class 5 Manitoba Drivers License.
- Computer proficient and able to operate a desktop PC with a Windows environment. Experience and proficiency with the following software is required: Word and Excel
- Experience in the use of SCADA and PLC programs and equipment that the operator will have to utilize in the day-to-day running of the various facilities within the City of Selkirk.
- Ability to maintain records in written and computer-based format, as well as good attention to detail.
- Experience in techniques of plumbing, mechanical, minor electrical and other generally accepted maintenance techniques.
- Experience in the operation of designated equipment and power tools.
- Possess valid CPR/First Aid Certification or ability to attain within 6 months.
- Must be able to communicate clearly and concisely, both orally and in writing. This includes the ability to understand written and verbal instructions.

- Ability to establish and maintain positive working relationships with employees at all levels of the organization, external contact, and the public in accordance with the Respectful Workplace Policy.
- Knowledge and understanding of the occupational hazards, safety precautions, regulations and procedures that are applicable to the area of work.
- Demonstrated competence in safe work practices.
- Must be physical able to perform all the laboring aspects or other duties associated with the position.

***Desired qualifications:***

- Loader or Backhoe training
- Experience with Esri, AutoCAD, GPS or similar software
- Experience interpreting as-built drawings and GIS.

**Apply:**

Visit our website <https://www.myselkirk.ca/employment> to apply online via our [Career Connector](#) website. Applicants will need to create a profile and submit an application for consideration.

**Comments:**

This unionized position is open to all applicants. Preference will be given to established (as outlined in the Collective Agreement) members of CUPE Local 336. Applications will be accepted until filled.

The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the [City's Human Resources Division](#).

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

**NOTE:** Employees will be required to adhere to the City's Vaccination Policy.