



Position Description

Position Title: Water and Sewer Manager
Department/Division: Public Works
Scope: Exempt – Out of Scope

Core Purpose of Position

The Water and Sewer Manager provides leadership and oversight of the Water and Sewer Division, within the Department of Public Works. The Water and Sewer Manager supervises and oversees the construction, maintenance, integrity and condition of the City's water distribution system, including the storm sewer and waste water collection infrastructure. The Water and Sewer Manager is responsible to manage the staff responsible for providing these services, in accordance with all regulatory requirements, industry best practices, customer service standards and public safety.

Major Duties and Responsibilities

- Provide leadership to the Water and Sewer Division, supervising and scheduling work, and managing the performance of employees in order to meet the division goals.
- Monitor operation of the Water and Sewer system, ensuring all safety, operational and maintenance activities are scheduled and completed.
- Investigate and respond to various Water and Sewer issues forwarded through City Council, senior administration and public inquiries.
- Ensure reports to the Water Security Agency, and any other regulating bodies are completed and submitted accurately.
- Develop and recommend budget requirements for the Water and Sewer Division, and monitor and track expenses.
- Assist in the planning and implementation of utility water and sewer projects and liaise with external consultants providing services in this area.
- Responsible for maintaining the City's water and wastewater systems in compliance with all regulations and operating permits.
- Identify and propose short term and long term plans to be considered for future operating or capital budgets.

Key Behavioral Competencies

Communication

- Communication, written or verbal, is clear, concise, direct and purposeful.
- Listens actively and fosters two-way communication.
- Seeks to understand before being understood.
- All communication with peers, superiors and subordinates is respectful and appropriate to the situation.

Customer Centric

- Demonstrates a customer centric approach in performance of duties.
- Demonstrates development and maintenance of strong working relationships, internally and externally, as required to effectively perform duties.
- Demonstrates effectiveness in dealing with the public in adverse situations in a professional constructive manner.

Results Oriented

- Focuses efforts on achieving quality results consistent with the expressed needs of the City of Prince Albert.
- Looks for ways to improve performance and effectively utilize resources.

Detailed Oriented

- Demonstrates a high degree of accuracy in day-to-day work.
- Demonstrates strong ability in noticing and responding to small errors or inconsistencies in details.

Accountability

- Demonstrates personal accountability for overall performance expectations and results of their current position.
- Incumbent takes appropriate levels of responsibility for the actions and performance of Direct Reports.
- Works in a collaborative manner to implement corrective action when appropriate.

Team Leadership

- Takes ownership for the performance of the division and assigned staff
- Demonstrated ability to work as an enthusiastic and positive team member in a results oriented environment.
- Strong coaching, mentoring and staff development skills.
- Strong performance management skills (plans the work and works the plan).
- Develops and communicates a clear, inspiring and relevant direction for the department and for the team.

Political Acumen

- Demonstrates an ability to understand the conventions, structure, functions & objectives of local government as it relates to the effective functioning of the position and the department.
- Demonstrates awareness of potential political consequences or implications of certain situations and courses of action.

Judgment/Problem Solving

- Demonstrates ability to identify and assess various options to determine a course of action appropriate to that time and place.
- Demonstrates ability to project consequences and assess potential risks of decisions made.
- Understands the breadth and depth of potential impact of decisions made.

Qualifications (Education, Training, Experience)

- A minimum 2 years post-secondary education in an applicable technical field and 5 years experience or an equivalent combination of education and experience.
- Certification Water Distribution level 3 and Waste Water Collection level 3 or the ability to obtain in a reasonable period of time.
- 5 years progressively responsible work experience
- A minimum of two years supervisory experience.

Key Knowledge, Technical Skills and Abilities

- Thorough knowledge of engineering principles related to water distribution and waste water collection processes, equipment and procedures.
- Knowledge of federal and provincial regulatory acts relevant to water distribution and waste water collection.
- Knowledge of bylaws, policies and procedures specific to the City of Prince Albert.

- Knowledge of current OH&S standards and regulations.
- Ability to effectively use a variety of computer programs, including word processing, spreadsheet and presentation software.

Organizational Relationships

Reports To: Senior Utility Manager
Supervisory Responsibility: Yes No
Direct Reports: 1-3 4-7 8 or more

Profile Review Information

Date Profile Last Reviewed: January 2024

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