

<b>Position Title: Supervisor, Water Wastewater Treatment Operations</b>	
<b>Reports To: Manager, Water Wastewater Treatment Operations</b>	
<b>Department: Water Wastewater</b>	

**Position Summary:**

The Supervisor, Water Wastewater Treatment Operations oversees the day to day operational and maintenance requirements of the water and wastewater treatment plants, pumping, and storage facilities. The incumbent supervises staff, assigns work activities and evaluates work product, methods and procedures. S/he executes operational changes and ensures that work is completed within the framework of approved policies, applicable standards and regulations.

**Major Responsibilities:**

1. Organize, schedule and direct work activities of field staff in the water wastewater operations group.
2. Evaluate work product, methods and procedures to ensure quality is maintained.
3. Participate in the planning, development and integration of capital projects.
4. Liaise with various stakeholders to ensure project milestones are achieved and services delivered.
5. Actively seek opportunities for enhanced use of technology and participate in technology testing and trials.
6. Participate in facility and process reviews and improvement activities.
7. Ensure proper supervision when contractors are present on the work site.
8. Coordinate activities, resources and required communications in response to emergency work.
9. Prepare quality and operational reports to meet regulatory requirements; ensure all data recorded meets quality standards and is consistent with procedural guidelines.
10. Liaise with third party inspectors, facilitate annual inspections and ensure that deficiencies are corrected.
11. Ensure water and wastewater sampling plans meet regulatory sampling requirements.
12. Facilitate staff meetings to ensure communication of priorities is consistent.
13. Coordinate staff training and provide coaching in support of staff development.
14. Implement and monitor compliance with corporate health and safety policies.
15. Participate in the recruitment and retention of staff, collaborate to establish standards of performance and evaluate annual performance and individual development requirements.
16. Provide technical assistance to staff as required.



**Skills and Abilities:**

- Advanced communication skills both written and verbal
- Intermediate MS Office skills
- Advanced problem solving skills

**Knowledge:**

- Advanced knowledge of water and wastewater treatment processes and associated facilities and technologies
- Advanced knowledge of water and wastewater regulations, permits, licences and approvals
- Advanced knowledge of Occupational Health and Safety requirements as it relates to individuals, the organization and operational requirements

**Experience:**

- Post secondary degree or diploma in Civil/Environmental Engineering
- Level IV Water and Wastewater Operator Certification
- 3 years' experience in the Water Wastewater industry
- Function as Overall Responsible Operator (ORO) as required.

**Positions Supervised:**

Water Wastewater Operator(s)  
Subforeperson(s)  
Electrical/Mechanical Maintenance Technician(s)

**Note:** This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. The incumbent may be asked to perform other duties which may be assigned from time to time.

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**Incumbent's Signature:**

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**Date:**

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**Supervisor's Signature:**

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**Date:**