



# FULL-TIME MAINTENANCE/PROJECT SUPERVISOR (WASTE WATER) COMPETITION NO.: PWE-2024-36



<b>Posting Date:</b>	October 18, 2024	<b>Closing Date:</b>	November 1, 2024
<b>Department:</b>	Waste Water Plant	<b>Hours per Week:</b>	40 hours per week
<b>Benefits Entitlement:</b>	Yes	<b>Pension Entitlement:</b>	Yes – Employer Matched Contributions
<b>Salary Level 208:</b>	\$98,567 - \$123,209 (2024)	<b>Union:</b>	Non-Union

## Position Summary

The Maintenance/Project Supervisor is responsible for all aspects of maintenance activities associated with the Mattagami WPCP, the Whitney WPCP and associated lift stations. In addition to supervising a small team of unionized maintenance personnel, this position is accountable for the delivery of capital and maintenance projects. The role includes contract administration, project delivery. Ensure tasks are scheduled and performed in accordance to City's policies and guidelines. The Supervisor is expected to be available to address issues that may occur after normal working hours and shall also provide back-up to the Chief Operator.

## Duties

- Supervise maintenance activities for the Mattagami Secondary WPCP and the Whitney Secondary WPCP
- Supervise the Maintenance Planner and over see planned maintenance activities for sewage lift stations (19 stations)
- Supervise and assign work to union labour force, recommending hiring of employees, evaluating job performance and recommending and carrying out disciplinary actions.
- Draft and review technical drawings and prepare tenders and Requests for Proposals as per the City of Timmins Purchasing By-law
- Assign work and hire contractors and consultants as required as per the City of Timmins Purchasing By-law
- Manage and administer contracts, contractors and consultants to ensure work performed complies with contractual requirements, quality specifications and within established schedule and budget parameters
- Approve completed work based on project milestones and track financial costs for both maintenance and capital projects
- Ensure timely completion of maintenance tasks
- Plan shutdown activities and coordinate efforts with operational staff
- Co-ordinate Confined Space requirements for associated maintenance activities
- Develop Standard Operating Procedures as required
- Interact with outside agencies (Ministry of Labour, Ministry of Environment, Hydro One, etc.)
- Perform maintenance activities within annual budgetary envelope
- Prepare costs estimates for major repairs
- Identify and prioritize capital projects in alignment with the City of Timmins Asset Management Plan for budgeting purposes.
- Provide departmental input to Chief Operator during the preparation of annual budgets,
- Be available to address issues that may arise after hours (on-call), and provide supervisory back up to the Chief Operator
- Other duties as assigned

## Qualifications

- Community college diploma in civil, electrical, mechanical, engineering, architecture, environmental studies/technology or a related field.
- Must possess a valid Wastewater Treatment and Collection Operator Certificate, minimum Class OIT, issued by the Ministry of the Environment, Conservation and Parks under Regulation 129/04, or be willing to obtain such licensing upon hire.
- Industrial millwright certificate preferred
- Minimum of four (4) years related experience in maintenance and project management, ideally within a municipal industrial setting.
- Minimum 3 years of supervisory experience, managing a unionized work force
- Experience in both project coordination and contract management
- Knowledge of construction methods, specifications, design materials and the ability to interpret technical drawings
- Advanced knowledge of Microsoft Office Software
- Excellent analytical, asset management and decision-making skills
- Excellent communication (verbal and written) and report writing skills
- Fluency in both official languages would be an asset
- Current and clear Criminal Record Check

## How to Apply

To apply for this position, applications must be received by the Human Resources Department no later than **4:00 pm** on the closing date of **November 1, 2024**.

Via Email [human\\_resources@timmins.ca](mailto:human_resources@timmins.ca)

*The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.*

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