



Supervisor, Maintenance - Water/Wastewater
Permanent Full-Time
J1024-1526

The Town of New Tecumseth is looking for a Supervisor, Maintenance – Water/Wastewater to join our rapidly growing team.

Why work with us?

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment.

What we promise:

- flexible work environment, including ability to work from home up to two (2) days per week
- employer paid health and dental benefit packages from day 1
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation centres
- professional development opportunities

Reporting to the Manager - Water and Wastewater, this position supervises the work activities of the Maintenance staff to ensure all aspects of maintenance works are efficiently performed on the Town's Water/Wastewater systems. Ensures compliance with and provides interpretation of relevant legislation and Town policies and protection of public health and safety.

How you contribute to our organization:

- Coordinates and oversees recruitment, performance management, training and development of the Maintenance Business Unit's human resources.
- Provides supervision, disciplinary action, coaching and mentoring and leads the staff of the Business Unit to meet performance standards for the delivery of programs and services by the Business Unit. Conducts performance reviews of staff.
- Ensures the effective care of the Business Unit's material and financial resources. Coordinates and implements annual and seasonal work plans. Responsible for upkeep of records within the Computerized Maintenance Management System (CMMS). Develops and implements a Preventative Maintenance Program. Responsible for proper upkeep of Preventative Maintenance System records.
- Makes recommendations regarding the hiring of contractors based on research and costing. Ensures work of contractors is completed in a safe and timely manner.
- Assists the Manager with the preparation of the Maintenance division budget including a five (5) year capital forecast. Monitors business unit expenditures to ensure compliance with the approved budget. Reviews and processes all billings, invoices and accounts for the Maintenance Business Unit. Provides input to specifications for materials and equipment tenders.
- Responsible for the purchase of goods and services as defined in the Town's Procurement Policy. Conducts market research, plans and initiates appropriate solicitation documentation, reviews all bids and tenders and participates in the evaluation process of vendor proposals, and performs all aspects of contract management.
- Responsible for the operation, maintenance, and contract management of Water and Wastewater network communications and Supervisory Control and Data Acquisition (SCADA) systems. Oversees the monitoring of cyber security and implements risk management strategies.
- Reviews and provides technical guidance on designs, engineering requests, and capital projects and upgrades.
- Responsible for the project management of public works and facilities improvements and rehabilitation.

What you bring to the team:

- Successful completion of a 2–3-year post-secondary education program at a community college level in a related field of technology.
- Possess Industrial Electrician or Millwright Certification.
- Valid G Class driver's licence and the ability to submit a clean driver's abstract upon hire

- Dual trade Certifications and Electrical Construction & Maintenance Certification are preferred.
- At least 6 years' experience in Maintenance Operations
- At least 1 year in a supervisory position
- Experience in the installation and troubleshooting of electrical and electronic process related systems, including PLC, VFD programming skills.
- Experience in or related to water and/or wastewater operations as well as Ministry of Environment licences would be an asset.
- Must have a working knowledge of both the Canadian Electrical Code and the Ontario Electrical Safety Code
- Requires proficiency in electrical safety with regard to maintenance and/or proficiency in safety related to maintenance/repair of equipment and machinery.
- Competent Computer operating skills required in Microsoft Word and Excel

Salary: \$96,283.20 - \$120,348.80, plus employer paid benefits and OMERS pension plan

Hours: 40 hours per week, 7:00 am to 3:30pm, Monday - Friday

Location: Alliston Wastewater Treatment Plant - 4982 Sir Frederick Banting Rd, Alliston

Start Date: December 9, 2024

To apply, please submit a cover letter, resume and copies of the required credentials (diploma, training, etc) on our [website](#) by November 20th.

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J1024-1526&BRID=EX296085&SBDID=20651&LANG=1>

We thank you for your interest; however, only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.