

# Supervisor of Water & Wastewater

100 Burwell Rd, St Thomas, ON N5P 3R8, Canada Req #972

Date Posted: December 4, 2024



INTERNAL/EXTERNAL

THE CORPORATION OF THE CITY OF ST. THOMAS

Environmental Services Department has an opening for the following position:

## SUPERVISOR OF WATER & WASTEWATER

Permanent, Full Time

Posting #972-09-24 (re-post)

### POSITION SYNOPSIS AND PURPOSE:

This non-union position, under the general direction of the Manager of Water and Sewer, participates in the supervision and direction of water and wastewater operations crews, all within approved policies and guidelines in compliance with the Drinking Water Quality Management Standard (DWQMS) and Operational Plans for the provision of water and sewer services. Assists and provides day-to-day support and performs a variety of jobs related to water and sewer operations, provides exceptional customer service responding to water and sewer inquiries, and provides technical recommendations through various mechanisms i.e., internal reports. This position provides technical support and recommendations in the planning, design review, and inspection process. Assists in project management of capital projects and the planning and implementation of water/sewer and Inflow and Infiltration studies and programs.

### MAJOR RESPONSIBILITIES AND ACCOUNTABILITIES:

#### Operational (60%)

- Supervises, co-ordinates and schedules the daily activities of staff assigned to the maintenance of the City's water distribution, sewage collection, storm drainage and storm water management infrastructure, all within approved guidelines.
- Ensures that the quality, timely progression and completion of work projects are carried out.
- Carries out inspection duties with regards to keeping accurate records of the operating conditions of all underground services to reduce liability claims and to ensure that quality standards are being maintained.
- Assists with the engineering design review and tenders documents for capital projects.
- Assists in the preparation of short and 15-year planning studies regarding water distribution and water rates, sewer studies and overflow reductions.
- Assists in the updating and implementation of the DWQMS program.
- Provides backup coverage in the absence of the Manager of Water and Sewer and acts as Overall Responsible Operator (ORO) as required.

#### Administrative (40%)

- Participates in and administers the Corporate Health and Safety Policies and Procedures as well as Statutory Regulations that affect the employees, residents, and operations of the Corporation.
- Ensures that standards for safe working conditions are observed. Trains staff in job duties, safety procedures and City policy. Arranges for external training when required and maintains training records in accordance with the Safe Drinking Water Act.



- Participates in interviewing, hiring, appraising and training of water and sewer operations staff, local purchasing of materials and the hiring and supervision of rental equipment within approved policies, to ensure the efficient and timely completion of projects. Oversees, co-ordinates and schedules the activities of contractors, as required.
- Provides customer service and assistance to the general Public, City staff and outside agencies, answers telephone calls regarding water and sewer service.
- Researches and recommends amendments to new water and sewer technologies, policies, and procedures. Introduces new products, vendors and establishes guidelines for acceptance of use. Researches and provides technical guidance on the water/sewer design of new and ongoing projects.
- Aids in preparation of tender documents for the implementation of advanced rehabilitation of trenchless technologies for water main, storm sewer and sanitary sewers.
- Assists with the administration of the St. Thomas Secondary Area Water Supply System and the St. Thomas wastewater collection system.
- Provides information to the Asset Management Coordinator to ensure accurate drawings and plans new and existing infrastructure within the GIS.
- Summarizes and analyzes data related to water operations for use in the development of annual reports as required to comply with all relevant regulations.
- Performs other duties, responsibilities and functions as assigned.

### MINIMUM QUALIFICATIONS:

#### Education

- Minimum two (2) year Post Secondary School Diploma in Civil Engineering, Environmental Studies or related field.
- A minimum Ministry of Environment, Conservation and Parks (MECP) Class 3 Wastewater Collection and Class 3 Water Distribution Operator Certificate is required.

#### Experience

- Five (5) years' operating experience with a minimum of two (2) years demonstrated supervisory experience in the function and operating methods of sewage collection systems and water distribution systems or an equivalent combination of education, training, and experience.

#### Knowledge/Skill/Ability

- Must possess knowledge in the operation of Public Works equipment.
- Must be competent within the meaning of the Occupational Health & Safety Act and be capable of issuing clearly understandable written and verbal instructions.
- Must possess effective management and interpersonal skills to work in a team environment and deal effectively with consultants, contractors, and the public.

#### Other

- Satisfactory Police Record Check.
- Satisfactory Ontario Driver Record required.
- Must possess a valid Class "G" Ontario Driver's Licence and access to reliable transportation.
- Must possess a valid Class "DZ" Ontario Driver's Licence.

### HOURS OF WORK:

The normal workweek consists of 40 hours; 7:00 a.m. to 3:30 p.m. with a ½ hour unpaid lunch; Monday to Friday. Will be required to work outside and beyond the normal hours of work. Requirement to carry cell phone to respond to afterhours issues and act as the backup Overall Responsible Operator.

### WHAT WE OFFER:

- Remuneration Range: \$80,451 - \$97,788 per annum (Group 12)
- Comprehensive Benefits
- OMERS Pension Plan
- Paid Vacation and Holidays
- Employee Family Assistance Program (EFAP)
- Tuition Reimbursement Program (continuous learning)

**Applications must be received no later than Wednesday January 1, 2025, at 11:59 p.m.**

### HOW TO APPLY:

Go to [www.stthomas.ca](http://www.stthomas.ca) – Employment, Employment Opportunities.



Go to Posting Title.

Click the 'Apply Now' button. You will need to create a Login.

Please **IMPORT** and **UPLOAD** your **COVER LETTER AND RESUME** individually (i.e. pdf, word).

**ENSURE YOU HAVE ATTACHED ALL YOUR DOCUMENTS PRIOR TO SUBMITTING YOUR APPLICATION.**

**Note:** You will be required to answer Qualification questions during the application process.

When your application has been received through Dayforce, you will receive an email from notify@dayforce.com stating "Congratulations, your application has been successfully submitted."

All prospective employees, volunteers and students will be required to provide an acceptable "Criminal Record Search" as a condition of employment and prior to commencing employment.

Although we appreciate all applications received, only those selected for an interview will be contacted.

Personal information for this position is collected under the authority of the Municipal Act, R.S.O. 2001, as amended.

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

### Other details

Pay Type Salary

Apply Now

