

August 8, 2025



Water Wastewater Supervisor

Township of Woolwich Infrastructure Job Posting

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you will play a key role in helping shape the next phase of our future growth and development.

Infrastructure Services currently has a vacancy and is currently seeking a motivated and experienced professional to fill the position of Water/Wastewater Supervisor on a permanent, full-time basis.

The Opportunity:

Reporting to the Manager of Operations, the Water/Wastewater Supervisor is responsible for overseeing the daily operations, maintenance, and compliance of the municipality's water distribution and wastewater collection systems.

The successful candidate will act as the Township's Overall Responsible Operator (ORO) for both Water and Wastewater in accordance with current Ministry of the Environment, Conservation and Parks (MECP) legislation. They will also be responsible for supervising, supporting, and training the Operations field staff and will serve as the lead for the Township's Drinking Water Quality Management System (DWQMS), including both internal and external audits, as legislated by the MECP.

This position also provides back-up coverage for the Roads Supervisor or Manager of Operations as required.

Key Responsibilities:

As the Water Wastewater Supervisor, you will:

- Schedule and oversee preventative maintenance, repairs, and emergency response for water/wastewater systems
- Prepare operational and compliance reports for internal and external stakeholders
- Maintain accurate records of inspections, incidents, maintenance, and testing
- Participate in budget preparation and monitor expenditures
- Liaise with provincial regulators, contractors, consultants, and the public as needed
- Proficient in understanding engineering plans, operational manuals, pumps, hydraulics, drinking water distribution and wastewater collection systems
- Review and approve Watermain Commissioning Plans for new development and reconstruction type projects
- All other duties as assigned

The Ideal Candidate:

We are seeking an experienced professional with a minimum of five years supervisory experience in the operation and maintenance of water distribution/wastewater collection systems, preferably in a municipal environment. The ideal candidate will have demonstrated experience managing staff in a unionized workplace, including interpretation and application of collective agreements.

Qualifications, Knowledge, Skills, and Work Requirements:

- CET/CTECH designation, or a diploma, in Environmental Studies, Civil Engineering, Water/Wastewater Operations experience, or a related field
- Valid Class II MECP Water Distribution and Wastewater Collection licenses or equivalent
- Documented time as Operator in Charge
- Demonstrated working knowledge of applicable legislation and regulations, including the Safe Drinking Water Act, Ontario Water Resources Act, and the Occupational Health and Safety Act
- Familiarity with best practices in water and wastewater operations, including regulatory compliance, asset management, and emergency response.
- Valid DZ Driver's License (or willingness to obtain within 6 months of start date) with a clean drivers abstract

The successful candidate must be highly organized with advanced interpersonal, oral, and written communication skills, including proficiency in computer applications, compliance reporting, and asset/work order management, with an ability to communicate, lead, coach, mentor, facilitate, exercise sound judgment and comfortable with public speaking and presenting.

The preferred candidate must live within 30 km's from the Township of Woolwich's boundary or be willing to relocate. A satisfactory vulnerable sector check will be required of any successful candidate(s) for this position.

Compensation:

This position offers a comprehensive benefit package, pension plan, and an annual salary range of \$99,860.00 to \$124,824.00.

Working Hours and Working Conditions:

- Normal hours of work are 40 hours per week, generally Monday to Friday day shift with flexibility for working evenings, weekends and holidays, as required
- Mandatory on-call participation on a rotational basis
- During Winter Operations season (November-March), ability to take part in a roads patrol rotation is mandatory; hours of work will be irregular, including early morning, evening, and weekend call-ins as per seasonal weather issues and emergency situations
- Work will be a combination of in an office environment and outdoor settings, in all weather conditions, with potential exposure to typical traffic and construction hazards; must be physically fit and able to stand for long periods of time

Interested applicants are invited to submit a cover letter and resume to hr@woolwich.ca prior to **4:00 pm on Friday, August 29, 2025. Please quote job posting 2025-44.**

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Our Township is committed to providing and fostering a safe, healthy, and respectful workplace for all of our employees, free from violence and harassment. The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request. Please check us out at: www.woolwich.ca