



**Position Title:** Supervisor, Maintenance

**Position Status:** Full-Time Regular

**Department:** Liquid Waste Services

**Employee Group:** Exempt

**Location:** Iona Wastewater Treatment Plant, Richmond

**Salary Range/ Wage Rate:** Management / Leadership, Level M1 (\$113,977.62 - \$134,055.72 annually)

**Our Liquid Waste Services Department is seeking a Supervisor, Maintenance who will be responsible for the oversight of a team of mechanical unionized trades (Millwrights, Pipefitters, etc.) that provide a variety of plant maintenance services. This position will have the opportunity to contribute to the advancement of maintenance initiatives, investment decisions, and most importantly lead a team of dedicated maintenance professionals.**

**You are: A self-motivated individual who possesses a high level of professionalism, thorough knowledge of Operations & Maintenance specific to waste water treatment. You have proven and effective supervisory, oral and written communication skills, along with strong organizational and administrative skills. You have a strong focus on safety and the ability to work collaboratively in a changing work environment.**

**The Supervisor, Maintenance reports to the Superintendent, Maintenance Services.**

**This role:**

- Supervises the maintenance, repair and installation of a wide variety of electrical, instrumentation and mechanical assets. Initiates and implements modifications and upgrades to existing equipment and facilities. Addresses emergency repairs and prioritizes work considering operational and regulatory requirements.
- Manages corrective and preventative maintenance program activities and employs a variety of technologies and methods to improve equipment reliability and reduce cost intensive repairs.
- Monitors and controls spending ensuring the effective and efficient expenditure of allocated funds within the approved budget. Contributes to budget preparation and planning. Proposes strategies to effectively use resources and prepares business cases for improvements, equipment replacements or work tasks outside of budget requiring immediate attention. Implements cost effective maintenance strategies.
- Receives work requests, assesses resource requirements and prioritizes work. Works closely with staff to utilize the Enterprise Asset Management (EAM) systems for managing work orders, equipment records, purchase orders,

requisitions and work schedules. Works with the Operations Supervisor to coordinate and schedule work. Assesses workloads and coordinates activities to minimize backlog. Makes decisions or recommendations regarding the utilization of contracted external resources required to complete work tasks. Oversees the work of contractors and ensures work is performed safely and to required standards.

- Employs new technologies for preventative and predictive maintenance of equipment. Makes technical decisions and troubleshoots the methodology of repairs and modifications of equipment. Ensures regulatory maintenance is performed and documented for all relevant equipment. Working in close conjunction with the Maintenance Engineering team, represents maintenance interests with Engineering and Construction groups for the design and construction of new equipment or upgrades.
- Hires, supervises, directs and develops staff, monitoring performance towards division, department, and corporate objectives. Ensures staff adhere to corporate workplace conduct and purchasing policies. Leads, coaches and develops staff recognizing the importance of technical and safety training. Ensures work is completed to industry standards. Works with purchasing to select contractors and is responsible for reviewing contractor safety programs and safe work procedures and directing their work to ensure work is performed according to Metro Vancouver standards.
- Ensures safe work procedures are integrated in the work routines of staff and conducts regular safety meetings. Continuously monitors work practices noting and addressing recurring issues. Prepares written safety and emergency procedures and ensures lockout and confined space entry procedures are implemented as required. Uses the corporate Incident Reporting and Investigation System (IRIS) and may perform a lead role in conducting safety investigations.
- Coordinates the efficient and effective maintenance and repair of water and/or wastewater assets. Encourages employee involvement in decision making and provides constructive and motivating feedback to staff.
- Oversees the emergency stand-by schedule to provide emergency mechanical, electrical and instrumentation maintenance coverage.
- Performs other related duties as required.

**To be successful, you have:**

- 3 years of recent, related experience supplemented by a university degree or diploma in a relevant discipline such as mechanical technology or engineering and an Interprovincial Trades Qualification (IPTQ) in a relevant trade such as Electrical, Millwright, or Instrumentation; or an equivalent combination of training and experience.
- Complete understanding and knowledge of maintenance practices including planning, equipment reliability and preventative maintenance techniques.
- Electrical, instrumentation and/or mechanical aptitude. Ability to lead staff in the use of a wide variety of equipment, technologies and methodologies related to equipment maintenance and repair.
- Sound knowledge of WorkSafe BC regulations and considerable experience related to implementing and leading safe work procedures and practices such as confined space and lock out. Sound knowledge of occupational hazards, safety precautions and regulations relevant to the maintenance of wastewater and water equipment. Ability to train staff in safe work procedures and correct non-conforming behaviours.
- Ability to work within established budgetary and financial objectives and possesses sound basic budgeting and accounting skills. Ability to monitor and control budgets ensuring the effective and efficient expenditure of

allocated funds within the approved budget; ability to assist with budget planning and preparation and estimate costs and time required for internal work requests.

- Demonstrated supervisory skills including the ability to understand and consistently apply and explain collective agreement provisions and corporate policies; ability to organize, direct and supervise the work of others in a team environment; skill in training and coaching staff to achieve goals and objectives.
- Ability to use judgment to resolve problems by adapting or applying procedures to address issues and problem situations. Demonstrates persistence in overcoming obstacles.
- Sound written and oral communication skills. Ability to provide clear direction to staff in emergency situations. Ability to write standard business correspondence such as letters and memos.
- Demonstrated ability to establish and maintain effective working relationships with internal and external contacts. Demonstrated initiative and proven ability to work cooperatively with others; ability to effectively deal with disagreements to prevent the escalation of conflict.
- Proficiency using Microsoft office programs, including Word, Excel, and Outlook. Proficiency using the corporate EAM and Computer Managed Maintenance System (CMMS).
- Valid BC Class 5 Driver's License.

#### **Our Vision:**

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact [careers@metrovancover.org](mailto:careers@metrovancover.org) for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

*Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application. This posting is open until filled.*