



Manager, Water and Wastewater

Permanent Full-Time

J0925-0166

The Town of New Tecumseth is looking for a Manager, Water and 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. Additionally, the Town offers the following perquisites:

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

Under the direction of the Director, Public Works, the Manager, Water and Wastewater is responsible for the management and implementation of the work and the achievement of the objectives for the Water and Wastewater Branch within the Public Works Department which includes compliance with legislation and Town policies and protection of public health and safety. This position is responsible for the following business units: Water Operations, Wastewater Operations and Water/Wastewater Maintenance Operations.

Responsibilities:

- Participate in the development of the Branch's strategies, policies and directions through deliberations with the Director. Implement the business plans and objectives in a timely proactive manner that is results oriented and meets the goals of the Department.
- Lead and manage the staff of the Branch to meet performance standards for the delivery of programs and services by the Branch and is responsible for effective planning, allocation and management of all material, financial and human resources.
- Develop new strategies, policies, standard operating procedures, by-laws and long-term initiatives relative to the day-to-day operations, future requirements and administrative changes.
- Prepare reports for capital expenditures, budgeting, maintenance activities, and infrastructure condition assessments for Council, Regulatory Authorities and the Public.
- Take the lead role as identified within the Quality Management System for management reviews. Provide recommendations for system improvements.
- Review the design of extensions or modifications to systems including review of all Engineering reports, drawings and specifications, cost estimates and applications. Recommends any revisions.
- Receive and take appropriate action on all inquiries and complaints from the general public dealing with water/wastewater issues in the municipality ensuring a high level of customer service is maintained.

Qualifications:

- Requires a 4-year post-secondary diploma/degree program in an environmental, engineering or applied science field. Equivalent experience in a similar role will be considered.
- Requires at least 5 to 7 years' experience in Water and Wastewater field with at least 3 – 5 years in a supervisory position.
- Possession of Class 2 Certificate for Water Treatment, Class 3 Water Supply and Distribution, and Class 4 Licence for Wastewater Treatment and Class 2 Wastewater Collection would be an asset.
- CET designation would be an asset.
- Requires a valid G Class driver's licence in good standing.
- Must possess good management and supervisory skills.
- Competent computer operating skills required using Microsoft Office Suite and CMMS.
- Ability to analyze and interpret data to determine performance levels of projects, programs and services.
- Must have a thorough knowledge of MECP Regulations and Operating Guidelines plus any other legislation relevant to the duties.
- Must meet the requirements of a Competent Person as defined by the Occupational

Health and Safety Act.

The successful candidate must have the ability to align with established goals and objectives and is able to create/follow plans and processes accordingly, to deliver task and goal completion to a high standard. The successful candidate will provide clear direction and open communication with employees and address employee issues promptly, objectively and respectfully. The Town of New Tecumseth values progressive ideas and actions; the successful candidate will have proven ability to embrace change, be resourceful and to seek new ideas and creativity to maximize effectiveness to provide high quality citizen-centred services to our community.

Salary: \$111,967.31 – 139,968.47, plus employer paid benefits and OMERS pension plan

Hours: 35 hours per week, 8:30 a.m. – 4:30 p.m., Monday to Friday

Location: Joint Operations Centre - 6558 8th Line, Beeton

Anticipated Start Date: December 8, 2025

To apply, please submit a cover letter, resume and copies of the required credentials (diploma, degree, licences, etc.) by November 13.

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0925-0166&BRID=EX335944&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.