

VISION:
A city that inspires

MISSION:
Working together to enhance the quality of life for all residents

VALUES:
Sustainability, Inclusivity, Innovation, Accountability, Excellence, Bilingualism

OPERATIONS AND COMPLIANCE SUPERVISOR – WATER AND WASTEWATER

Water Distribution and Wastewater Collections - Job # P1490

CLOSING DATE: DECEMBER 2, 2026

JOB SUMMARY:

This position reports to the Director of Water Distribution & Wastewater Collection.

This position manages the technical, supervisory, and administrative activities associated with the planning, operation, maintenance, and regulatory compliance of Water and Wastewater Facilities. The role also oversees water meters and metering infrastructure, site servicing and development reviews, and related functions including investigations, construction projects, maintenance programs, staff supervision, budgeting, and reporting.

This position assists with the operation and maintenance of the water distribution and wastewater collection systems as per provincially regulated Certificates of Approval to Operate Class IV facilities.

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This position is a unionized position. The City of Moncton offers an attractive salary and benefits package in accordance to the City Hall Employees Association / PSAC Local 60200 Collective Agreement.

City of Moncton Salary and Wage Scale

EDUCATION:

- Successful completion of a technical course in a field directly related to municipal engineering that is accredited by the New Brunswick Society of Certified Engineering Technicians and Technologists at the Technologist level. Must be eligible to become a member and maintain membership in the Association as a Professional Technologist (P. Tech or CET).
- Must acquire ACWWA Operator Certification – Water Distribution Level III and Wastewater Collection Level III as early as permitted with NB Post Secondary Education, Training & Labour (PETL). Due to the special certifications required for the position, the probationary period as described within the CHEA collective agreement will be extended to until such time as the individual successfully achieves the prescribed certification or meets the 6 month probationary period, whichever is the greater period of time.
- Must have Water Distribution and Wastewater Collection training as per the City's Approval to operate.

EXPERIENCE:

- Must have five (5) years of progressively responsible experience in construction and/or maintenance of municipal engineering facilities, including two (2) years at a supervisory level with proven ability to organize and direct work resources and personnel.

LANGUAGE:

- Must be fluent (oral) in both official languages (English and French). As per provincial language proficiency standards, fluency is determined to be at the Intermediate (2+).

KNOWLEDGE, SKILLS & QUALIFICATIONS:

- Must have a thorough knowledge of the New Brunswick Occupational Health and Safety Act and Regulations.
- Must have knowledge of the operating principles of municipal water distribution and wastewater collection systems.
- Must have theoretical and practical knowledge to do inspections and estimates including the preparation of reports relating to inspections, quality control and inventories of Water Distribution & Wastewater Collection facilities.
- Must possess the ability to perform administrative procedures, write concise reports and organize the work of subordinates.
- Demonstrate the ability to effectively utilize various administrative programs (Office 3654 and corporate computer applications (GIS, Infor, Star Hexagram (Aclara, NJB Soft, AquaGeo, SCADA etc.)
- Must have knowledge of the operating principles of municipal water meters, water meter reading systems, water distribution/wastewater collection compliance and water distribution systems.

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JUDGEMENT AND INITIATIVE:

- Work assignments are broad in scope and require the use of judgement in planning the work and making technical decisions with support available from supervisory personnel.
- The work requires a high degree of initiative, judgement and some discretion in investigating complaints and in directing several activities of the Utility towards established objectives and priorities.
- Decisions may affect the efficiency and effectiveness of work crews and errors in judgement may cause loss of resources, inconvenience to the public and unsafe conditions.

CONTACT:

- Work requires contact with the public, City Council, employees of the Corporation, contractors and other agencies to handle enquiries, requests, complaints, and to discuss techniques, work methods, procedures and priorities to solve interrelated organizational and technical problems.
- Conveying programs or answering public inquiries or giving of formal/oral presentations will be required from time-to-time with senior staff or members of City Council and/or the public.
- The incumbent will be required to work closely with the Human Resources Department on various employee-related issues including monitoring and controlling of absenteeism, the recruitment process, discipline of existing employees, resolution of Union grievances and other organizational related activities.

SUPERVISION:

- Must have the ability to organize and supervise staff.
- Work involves assisting in supervising and monitoring a large staff involved in the maintenance and operations of Water Distribution and Wastewater Collection facilities.
- The work requires supervising the activities of several skilled and unskilled employees, coaching, developing and mentoring employees, allocating staff to projects, reviewing and evaluating the quality and quantity of work, instructing employees in safe work methods and procedures, and formally evaluating staff performance.
- The incumbent will assist other Water Distribution & Wastewater Collection staff.

CONDITIONS OF WORK:

- The work requires a high level of attention with frequent short periods of concentration.
- Good working environment with a few disagreeable conditions and some exposure to inclement weather.
- The work normally requires light-to-moderate physical effort.

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- Hazards could result in lost-time, sickness, or injury.
- The regular workweek consists of forty (40) hours per week, Monday to Friday, and may vary as the job dictates. The position may require night or weekend work, as job conditions vary, in accordance with CHEA/PSAC Local 60200 Collective Agreement.
- Employees in this position are required to be on stand-by as per Article 26.01 of the CHEA/PSAC Local 60200 Collective Agreement.
- Every week has a requirement for an Operator to be on call/Standby 24/7. The main responsibilities are for supervisory support for any work that is W&WW related. This could include but not limited to answering any questions related to ongoing work continuation from the day, providing guidance to the WHEN Foremen group after hours, crew support and direction on water main breaks, determining next steps and troubleshooting wastewater issues, Department of Health (DOH) communication/correspondence on watermain breaks, such as severity, demographic affected by no water and the restoration game plan around flushing, sampling and issuing boil water advisories. This person would also be responsible for dealing with any emergencies that would be transmission line related which could impact the Tri-Communities potable water system. They also support the Pumping Station Operator Group after hours in items of water quality, equipment failures that require the DOH notification as per the City's Certificate to Operate both Water and Wastewater Systems.

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