Woolwich Township Job Posting

Date: April 10, 2019
Position: Water and Wastewater Supervisor
Positions Available: One (1)
Department: Engineering and Planning Services
Wage Rate/Grade: Wage Level 8 – $69,806 to $85,130 (under review in 2019)
Hours of Work: 35
Immediate Supervisor: Public Works Superintendent
Secondary Supervisor: Manager of Engineering

Purpose of position and profile

Reporting to the Public Works Superintendent, you will be the Township's Overall Responsible Operator (ORO) for both Water & Wastewater as per current MECP legislation. You will be responsible for supervising and training of Operations field staff (unionized) and managing the daily operation and maintenance of the Township's water distribution and wastewater collection systems. Involvement as the lead with respect to the Drinking Water Quality Management System as legislated by the MECP, which includes internal and external auditing. You will also provide back-up coverage for the Public Works Superintendent as well as be involved in winter operations.

Responsibilities, knowledge and skills

- Documented time as Operator in Charge.
- Knowledge of applicable Occupational Health and Safety legislation.
- Proven experience in managing in a unionized environment.
- Excellent customer service skills.
- Demonstrated project management skills to ensure projects are completed on time and within budget.
- Excellent verbal and written communication skills.
- Computer literate in Microsoft Word, Microsoft Excel, Microsoft Outlook.
- Proficient in understanding engineering plans, operational manuals, pumps, hydraulics, drinking water distribution and wastewater collection systems.
- Responsible for reviewing and approving Watermain Commissioning Plans for new development and reconstruction type projects.
- Municipal administrative experience in project management, report writing, budgeting and procurement an asset.
- Assists with maintaining and administering the Water Quality Management System (WQMS) in accordance with the requirements of the Drinking Water Quality Management System (DWQMS) and within the compliance limits of the Safe Drinking Water Act.
- Winter operations and road maintenance experience would be an asset.
- Other duties as assigned.

Qualifications/work requirements:

- Certificate or diploma from a recognized College or Technical Institute in a related field. Consideration will be given to candidates with an equivalent combination of education and experience in water distribution / wastewater collection at a supervisory level.
- A minimum of five (5) years' supervisory experience in the operation and maintenance of water distribution / wastewater collection systems preferably in a municipal environment.
- Valid Class II MECP Water Distribution and Wastewater Collection licenses or equivalent.
- Valid Class G Driver's License, licensed to drive in Ontario, and use of a vehicle.

Working conditions

- Minimum 35 hours per week during regular office working hours.
- Generally works in an office environment at a computer work station.
- Frequent site inspections and exposure to outside weather conditions in all seasons.
- Must be physically fit and able to stand for long periods at a time.
- Potential for exposure to typical construction hazards.
- Occasional attendance at Council and Committee meetings.

Interested applicants are invited to submit their resume prior to **May 1, 2019** to:

Township of Woolwich
24 Church Street West, P.O. Box 158, Elmira, ON N3B 2Z6
Fax: (519) 669-9348
Email:hr@woolwich.ca

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted.

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.