

Woolwich Township Job Posting



Date:	May 16, 2023
Position:	Water and Wastewater Supervisor
Positions Available:	One (1)
Department:	Infrastructure Services
Wage Rate/Grade:	\$94,869.00 to \$118,881.00
Hours of Work:	40 Hours/week

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'll play a key role in helping shape the next phase of our future growth and development.

Infrastructure Services is seeking one (1) Water and Wastewater Supervisor.

Responsibilities:

Reporting to the Manager of Operations, 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 Roads Supervisor or Manager of Operations as required and be involved in the supervisor standby rotation. All other duties as assigned.

Qualifications, Knowledge, Skills, and 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 (DZ license an asset) and licensed to drive in Ontario
- 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
- General Computer literacy and familiarity with MSOffice
- 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

Working conditions:

- Minimum 40 hours per week during regular working hours (7:00 am to 3:30 pm)
- Involved in the supervisor standby rotation for Public Works and able to respond after-hours during this time
- 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 via email to hr@woolwich.ca prior to **4:00 pm on Friday, June 2, 2023. Please quote job posting 2023-23.**

All applicants are thanked for their interest in these positions however, only those selected for an interview will be contacted. External applicants will be considered after the internal process has been completed.

Information collected will be used in accordance with Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. 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.