



Job Title: Supervisor - Contract Project Services

Competition Number: INF-60-24	Department: Infrastructure, Development & Operations
Posting Category: Open	Division: Environment
Job Type: Full-Time	Affiliation: Managerial
Site: Sewer & Water South	Location: CA-ON-Thunder Bay
Min: CAD \$102,615.69/Yr.	Max: CAD \$120,724.31/Yr.
Pay Band: 11	Number of Positions: 1
Effective Date: August 17, 2018	Supersedes Date: March 1, 2007
Posted Date: April 19, 2024	Post End Date: May 5, 2024

The **City of Thunder Bay** provides exceptional quality of life to those who live, work, and play in Thunder Bay – a culturally vibrant, economically diverse community with a metro population of over 120,000. Located on the north shore of Lake Superior, under the protective watch of the Sleeping Giant, Thunder Bay is rich in people and resources, and connects Northwestern Ontario to the world. We value our high quality of life and promote a clean, green, beautiful, and healthy community that provides economic opportunity, respects diversity, and provides affordable and safe neighbourhoods that are accessible to all.

The City of Thunder Bay is a place where art, culture and nature come together!

POSITION SUMMARY: Under the general supervision of the Superintendent Sewer & Water, is responsible for the supervision and operation of the Contract Project Services Unit and the Water Metering repair and installation area.

MAJOR RESPONSIBILITIES:

1. Directs the supervision, operation, and maintenance of the Unit.
2. Hires, trains, directs, develops job descriptions, carries out performance reviews, recommends levels of pay, disciplines, investigates compensation claims and accidents, approves vacations and leaves of absence, terminates and organizes the work force to carry out the Unit's services.
3. Provides overall management for specific projects involving design, construction, and commissioning through co-ordination with consultants, other divisions and management.
4. Confers with consultants, contractors, regulatory agencies, other governmental organizations, peers, senior management and the public.
5. Plans and oversees the initiation of expenditures, identifies priorities, develops unit budgets and monitors expenses for budget compliance.

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6. Ensures that plans, procedures, standards, safety precautions and rules are put in place and staff work in compliance with all related Provincial, Federal and Corporate regulations, requirements and policies.
7. Arranges for insurance, equipment, procedures and controls to be in place to protect the Municipality from civil liabilities.
8. Prepares and ensures record keeping, drawings and reporting requirements are maintained in compliance with all related regulations, requirements and policies.
9. Promotes and oversees the development of work practices, training programs and staff involvement, to ensure worker safety, efficiency, employee development and fair working conditions.
10. Participates in the on-call duties associated with the wastewater collection system and water distribution emergency response protocol and assumes the duties of the Operator in Overall Responsibility.
11. Participates with other sections/departments and municipalities for the overall development of best practices.
12. Performs other duties as may be assigned.

QUALIFICATIONS:

Education/Experience:

- Degree in civil, mechanical, chemical or environmental engineering, or related field, with three years combined administrative and supervisory experience, preferably in the municipal sector; or
- Diploma in an engineering technology field; or related field; with five years combined administrative and supervisory experience, preferably in the municipal sector; or
- Class IV certificate of competency for water distribution and a Class III licence for wastewater collection; with five years combined administrative and supervisory experience, preferably in the municipal sector; and
- Proven experience in installation of infrastructure, asset management and maintenance programs

Skills/Abilities:

- Strong leadership skills together with the ability to motivate staff
- Must be at a basic skill level in word processing and spreadsheet software
- Excellent problem-solving skills
- Must be capable of interpreting construction drawings and maintenance/operations manuals
- Must possess proven decision-making abilities and excellent communication and report writing skills.
- Must possess a sound knowledge of all water metering programs and bylaws and be knowledgeable in the repair/installation of water meters.
- Must possess and maintain a valid Class "G" Ontario Driver's Licence, or equivalent
- Must meet the definition of a competent driver as defined by the Corporation
- Must be competent within the meaning of the Occupational Health and Safety Act

CONDITIONS OF EMPLOYMENT:

- Must obtain and maintain a Class I certificate of competency for Water Distribution as per O. Reg.128/04 within 18 months and a Class IV within six years

- Must obtain and maintain a Class I licence for Wastewater Collection as per O. Reg. 129/04 within 18 months and a Class III within five years
 - Must remain a competent driver as defined by the Corporation
 - May be required to provide a successful driver's abstract
 - Must undergo a successful Criminal Record and Judicial Matters Check (CRJMC)
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General Information:

As an equal opportunity employer, the City of Thunder Bay encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups, women and members of the 2SLGBTQ+ community.

ONTARIO HUMAN RIGHTS CODE: It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted to the City must not include references to any of the above characteristics. Do not include:

- Photos
- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The above documentation will be requested by the Human Resources & Division should you be the successful applicant. If a Criminal Record Check is required, it will be requested by Human Resources should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

ACCOMMODATION: Reasonable accommodations are available upon request for all parts of the recruitment process.

PRIVACY: Personal information on this form is collected under the authority of the Municipal Act, c. 302, as amended, and will be used to determine eligibility for employment. Questions about this collection of personal information should be directed to the Human Resources & Corporate Safety Division, 125 Syndicate Ave Suite 42, Thunder Bay, Ontario, P7E 6H8, Telephone: 625-3866