

## Lead Hand, Wastewater Treatment

The City of Guelph is a vibrant community with over 120,000 people located in the heart of Southern Ontario, just one hours driving distance from Toronto. Set in a picturesque natural setting, Guelph is known for its rich architectural heritage, growing economy and excellent quality of life - all good reasons to consider a career in this beautiful city.

### Job summary

Resumes are being accepted for the position of Lead Hand, Wastewater Treatment in the Wastewater Division within the Environmental Services Department. Reporting to the Supervisor, Wastewater Treatment the successful candidate will be responsible for assisting in the coordination of the daily process requirements with a focus on compliance, quality customer service and continuous improvement processes. You will demonstrate excellent leadership and organizational skills with an emphasis on compliance with the Guelph Wastewater Treatment Plant Environmental Compliance Approval (ECA) as well as the Bio solids land application program requirements. Guided by the goals and objectives of the City's Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Vision for an inclusive, connected and prosperous city.

### Duties

- Support the Wastewater Treatment Team in facility wide optimization and implementation of facility best practices.
- Assist in the communication of the division's direction to ensure continuity throughout the workplace.
- Provide leadership for the Treatment Team and program direction, innovation, value, service and coordination
- Ensure that Treatment team tasks are assigned and completed.
- Plan, schedule, delegate, monitor, quality control and evaluate the work of the Wastewater Treatment team and related contractors.
- Create work plans (weekly or as needed) and assign team members to complete the work.
- Liaise with peers to assist in developing, coordinating and scheduling work plans and shut-downs.
- Ensure that work plans are followed and any issues are communicated in a timely manner.
- Plan, monitor and participate in treatment operation and maintenance programs, process control, housekeeping, preventative and corrective maintenance, including monitoring through SCADA and e.RIS as well as contractor oversight
- Assist in monitoring compliance with established customer service and regulatory standards; including the preparation of weekly process summaries and statistical reports.
- Assist the Supervisor in timekeeping and scheduling of Operations team members.
- Assist the Supervisor with data gathering and compliance reporting such as monthly, quarterly and annual reports.
- Assist the Supervisor and team members to ensure all Treatment processes stay within established parameters wherever possible.

- Liaise with Supervisor and/or Manager to report progress and variances, incidents and equipment matters, resolve issues, and refine planning.
- Ensure Treatment Operators complete all required sampling and assist the Supervisor in updating the sampling and on-call schedules as appropriate.
- Assist the Supervisor with the purchase of goods and services necessary to maintain uninterrupted operation and execution of work plans in accordance with the Purchasing Bylaw.
- Provide support to wastewater treatment operators as required.
- Provide technical direction and assistance in training and developing Wastewater Treatment team members and on-boarding new Treatment Operators.
- Responsible for day-to-day administration and support any development of the computerized record keeping system.
- Creates and assigns Work Requests and Work Orders, ensures Treatment team members complete work orders they are assigned within CMMS.
- Responsible for the health and safety of staff in accordance with the Occupational Health and Safety Act and applicable regulations.
- Ensure that all tools, equipment, and materials are safe to use, and that appropriate standard operating procedures are in place, and that staff and contractors are properly trained in their use.
- Provide input for the preparation of annual operation and capital budgets.
- Review and provide comment on proposed site plans, capital project design drawings, bypass plans as submitted by internal or external parties
- Maintain accurate and thorough records as per O.Reg 129/04, policies, procedures and corporate standards; including log book entries, financial transactions, inventories, employee relations, health and safety, inspections and incidents, as well as weekly, monthly and annual operational and maintenance plans and schedules
- Represent the department in a professional manner with internal and external contacts.
- Carry out all necessary maintenance and adjustments while keeping the equipment in a safe, clean and tidy condition, ensure defects reporting and, if necessary, undertake small repairs in a prescribed manner and ensure timely documentation to trigger required repairs
- Proficient time management and record keeping skills and flexibility in adjusting between a variety of duties
- Assist with public relations and communication by facilitating tours.
- Comply with all applicable Federal, Provincial and City regulations, policies and procedures, including the Occupational Health and Safety act.
- Assist in the development of Standard Operating Procedures and Job Safety Analyses.
- Initiates the acquisition of adequate resources so to support operations staff responsibilities.
- Support in the coordination of customer requests for facility tours, sample and data requests.
- Perform other related duties as assigned.

## Qualifications

- Considerable experience related to the duties listed above, normally acquired through a post-secondary degree or diploma in Environmental Science or related discipline, and 4-5 years' experience in Wastewater Treatment Plant Operations operating both liquids and solids, preferably in a municipal environment. Candidates with an equivalent combination of education and experience may be considered.
- Must possess a MECP Class IV Wastewater Treatment Facility License or obtain same within 12 months of commencement in the position.
- Experience providing work direction, effective leadership, support and training to staff.
- Experience using Supervisory Control and Data Acquisition computer system and data management programs.

- A valid Class G drivers licence with a good driving record. Successful candidates will be required to provide a current driver's abstract prior to their start date to confirm their license is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirements.
- Able to perform the physical requirements of the position (e.g. lifting, climbing, walking, shovelling etc.) and be able to work in confined spaces.
- Knowledge and understanding of Wastewater Treatment System operation and maintenance.
- Knowledge of the Wastewater Treatment Facility MECP Environmental Compliance Approval and Non Agricultural Source Material.
- Knowledge of the Occupational Health and Safety Act and other applicable legislation and specifications.
- Excellent communication skills.
- Ability to deal effectively with people and mediate conflict between staff.
- Ability to work in a team environment and on your own with minimum supervision.
- Intermediate skills in Microsoft Office (Word, Excel, and Power Point).

### Rate

\$35.96 per hour

### How to apply

Qualified applicants are invited to apply using our **online** application system by **Sunday, July 19, 2020**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered. Proof of qualifications will be requested at the interview stage.

Please visit the job posting listed on our careers page and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer which values diversity in the workplace. We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.