

Manager, Wastewater Operations

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

The Manager, Wastewater Operations is responsible for the safety and reliability of the municipal wastewater treatment and collection systems. Reporting to the Division Manager, Wastewater Services, this position provides oversight to operations, with a focus towards leadership, compliance and customer service while ensuring a collaborative operational approach is the working culture. Guided by the goals and objectives of the City of Guelph Strategic Plan and committed to the Corporate Values of Integrity, Service, Inclusion, Wellness and Learning, the candidate will aid in the achievement of the Community Vision – An inclusive, connected, prosperous city where we look after each other and our environment.

Duties

- Provide active and visible leadership to staff consistent with developing and nurturing a work environment that is inclusive, respectful and motivating for staff.
- Provide managerial oversight of staff including recruitment, training, development, coaching and performance management.
- Develops a great work culture with a focus on employee engagement and leadership development of direct reports
- Assess operational needs and ensure the availability of resources to support operations in meeting work objectives.
- Develops programs, work plans, and supports the identification of gaps and opportunities within wastewater operations including short term planning to address non-routine operations and/or integration with Engineering, Public Works and other City stakeholder project support.
- Responsible to support and uphold an accountable work environment that achieves compliance and encourages continuous improvement through the optimization of assets and processes (work methods, problem solving and staff development).
- Responsible to make field/site visits while also providing program oversight through documentation and analysis of operational performance
- Develop operational plans with a one to two year planning horizon so to assure that team processes attain the expected qualitative, quantitative and functional operations in compliance with all safety, health, environmental regulations and division specific standard operating procedures.
- Completes analysis of operational data to develop recommendations for operational efficiencies,
- Monitor, review, summarize and ensure compliance with applicable legislation and regulations including support for the preparation of regulatory reports and support for the implementation of quality management systems.

- Prepare specifications for the procurement of major equipment, professional services and materials.
- Liaise with regulators as required to support compliance and conformance programs.
- Manage response to customer, council, and media requests for information related to wastewater treatment, collection operations and maintenance teams as required
- Forecast and manage assigned annual budgets including providing comments for variance reporting
- Provide coverage for the Division Manager and Operations Manager as necessary.
- Represent Wastewater Services on corporate committees and teams as required.
- Report to senior staff and Council as appropriate.
- Perform other related duties as assigned.

Qualifications

- Extensive experience related to the duties listed above, normally acquired through a post-secondary degree or diploma in Environmental Studies, Engineering, Engineering Technologist or related discipline and extensive experience in municipal wastewater operating environments. Candidates with an equivalent combination of education and experience may be considered.
- Experience leading work teams, preferably in a unionized environment.
- Experience with municipal budgeting (operating and capital) and an understanding of purchasing, RFP's, RFQ's, tenders, contracts, and development charges.
- MECP licensing as a Wastewater Collection III Operator or Wastewater Treatment IV would be considered an asset
- Ability to act as the Overall Responsible Operator would be an asset
- Experience with the operation and maintenance programs for a wastewater collection system would be an asset.
- Experience with Wastewater Treatment Plant maintenance would be an asset.
- Knowledge of SCADA system and Computerized Maintenance Management System (CMMS)
- Knowledge of wastewater treatment process management concepts and principles including experience working within the principles of the Composite Correction Program and technical knowledge of wastewater maintenance best practices including maintenance inspection principles and methods
- Understanding of government legislation related to municipal wastewater systems operations and service delivery.
- Understanding of environmental management system for wastewater services.
- Knowledge of the Occupational Health and Safety Act, Ontario Water Resources Act and other applicable legislation and specifications.
- Excellent communication skills with the ability to communicate with all levels of staff, stakeholders, the media and the general public.
- Advanced computer skills in Microsoft Office (Word, Excel, Power Point and Outlook).
- Ability to participate as an informed stakeholder in the planning, and design of construction and maintenance projects.
- PMP designation would be an asset.
- A valid Class G drivers licence with a good driving record and access to a vehicle. 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.

Rate

\$100,663.96-\$125,829.89



How to apply

Qualified applicants are invited to apply using our **online** application system by **Tuesday, February 16, 2021**. 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.