



## **SUPERINTENDENT WASTEWATER TREATMENT PLANT**

**NATURE OF WORK:** This is administrative supervisory and technical work in which the incumbent acts as a team member and builder, involving the overall planning, organization, direction, reporting, and budgeting for the Wastewater Treatment Plant and associated facilities. This position is responsible for participation in the hiring committee for Wastewater Treatment Plant personnel, development and implementation of work schedules, employee health and safety, staff training and upgrading, supervision and direction of Wastewater Treatment Plant personnel, the operations, maintenance, repairs and servicing of facilities to ensure that they function efficiently, effectively, and operate in a manner consistent with design specifications and Federal/Provincial Regulations.

*This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.*

*The confidentiality of City affairs shall be respected and practiced at all times.*

### **ORGANIZATIONAL RELATIONSHIPS:**

- Reports directly to the Manager of the Water & Sewer Utility.
- Develops and maintains working relationships with departmental managers, supervisors, and all City employees to provide wastewater treatment services and assist with other Water & Sewer related functions
- Develops and fosters close working relationships with service providers, external agencies, consultants, and associated professional groups.
- Deals with the public with integrity and in a professional and courteous manner.
- As a committed member of the leadership team for the City of Charlottetown, the Superintendent acts as a positive role model for all employees throughout the organization in the provision of excellent service to our citizens.

## **PRIMARY FUNCTIONS AND ACCOUNTABILITIES:**

- Acts as Designated Operator in Direct Responsible Charge (DRC) at and for Wastewater Treatment operations and facilities.
- Assists in the planning, organizing, direction, and control of programs and activities in the area of operations, new installation, maintenance, and repair of wastewater pumping and treatment facilities as well as associated service installations, automatic controls, and SCADA systems.
- Assists in long-range planning to meet the Utilities Wastewater treatment needs.
- Ensures Plant Operational and Capital Work projects are properly managed in a timely and efficient manner, including coordination of consultant, contractor, and staff activities for all construction projects and service areas.
- Builds an effective team and provides direct supervision of Treatment Plant personnel; completes all associated responsibilities including performance appraisals, disciplinary measures, monitoring of overtime, holidays, sick days, etc. Participates in recruitment processes.
- Ensures the safety of all employees and contractors and uses all necessary safety procedures and equipment as required by the Occupational Health and Safety Act.
- Assure adherence of the Department to all corporate systems such as purchase orders, time records, payroll systems, budget preparations, expense analysis, capital expenditures, control, and expense control.
- Prepare and administer the Wastewater Treatment budget, the procurement of materials, supplies, equipment, and the maintenance of adequate records.
- Responsible for research and reporting on issues as directed providing recommendations to the management team.
- Prepare necessary records and reports, responsible for all laboratory tests.
- Set up and maintain preventive maintenance schedules for all wastewater treatment facilities, wastewater pumping stations, vehicles, machinery, and equipment.
- Conduct plant tours when requested.
- Perform other related duties, responsibilities, and functions as may be assigned.

## **REQUIRED COMPETENCIES:**

- Excellent communication skills, written and oral.
- Knowledge of Collective Agreements and work in a unionized environment.

- Extensive knowledge in the field of operations, new installations, wastewater and sewer pumping facilities, equipment, machinery, automatic controls, SCADA systems, flow meters, inventory, vehicles, maintenance and repair of wastewater treatment systems, wastewater collection systems.
- Ability to plan, organize, and direct the work of employees.
- Knowledge of the Occupational Health and Safety Act and the City of Charlottetown's Health and Safety Policy and is knowledgeable about hazards and safety precautions applicable to the work.
- Ability to establish and maintain effective working relationships with employees, City officials, and the public.
- Good personal mastery and performance as a team player, with proven ability to role model the behaviours associated with a constructive culture and a commitment to health, wellness, and safety.
- Ability to apply and function effectively in the workplace with demonstrated computer proficiency.
- Ability to function effectively in a diverse and fast-paced work environment with challenging and often competing priorities.

**REQUIRED QUALIFICATIONS:**

- Post-secondary degree or diploma in engineering, wastewater management, chemistry, biology, and environmental or related technical field.
- A minimum of five (5) years of progressively responsible experience in the operations and maintenance of wastewater treatment facilities.
- A minimum of three (3) years of supervisory and administrative experience, preferably in a unionized environment.
- Possession of an active Class IV Wastewater Treatment Plant Operator Certificate.
- Should have or must be willing to obtain a minimum certification of Class III Wastewater Collection, Lab Skills Course, Digester Gas Course.
- Demonstrated computer proficiency and advanced knowledge in the use of Microsoft Office software.
- Must be in possession of a valid driver's license.
- An equivalent combination of training and experience may be considered.

Salary assigned:           As per UPSE Collective Agreement (Salary Range: \$69,319 - \$81,552).

## **HOW TO APPLY:**

Please submit a cover letter, detailed resumé, and references by e-mail. Your application must be clearly marked “**Application for Superintendent - Wastewater Treatment Plant**” and **submitted by 4:00 PM on September 13, 2021**, to [HR@charlottetown.ca](mailto:HR@charlottetown.ca).

We would like to thank all candidates for expressing interest. Please note only those selected for interviews will be contacted. The City of Charlottetown is committed to the principle of equal opportunity in its employment practices and to providing an environment free from discrimination for all employees. Please contact us at [HR@charlottetown.ca](mailto:HR@charlottetown.ca) or 902-629-4110 to request accommodation so that we may help you to submit a timely application and have an equal opportunity to compete for jobs.