

Job Opportunities

Career Opportunity

**The Region of Waterloo is currently recruiting for a:
Full Time Supervisor, Operations & Maintenance (Water)**

Department: Transportation & Environmental Services

Division: Water Services

Hours of Work: 35 hours/week

Location: 1050 Ottawa Street South

Our Story:

The Region of Waterloo has a mandate to reimagine the future and service provision. Putting residents first, we work to ensure that our community remains a great place to live and a great place to work and play – for everyone. Our goal is to build a world-class community for all residents. And here at the Region, we're inspired to act with purpose and to serve our community with passion and drive.

This is a place where employees are valued and recognized for their talents and contributions to our success. Our employees take pride in making a difference in people's lives through the work that we do. We are looking for people like you to help make it happen.

Our Team:

Region of Waterloo Water Services is committed to providing high quality drinking water to a growing community while protecting our water sources for future generations. We will use innovative and collaborative approaches to ensure our complex water system continues to operate at peak efficiency and that we are recognized as an industry leading water utility.

The Opportunity:

Reporting to the Manager, Operations & Maintenance, this exciting opportunity would be well suited for a transformational leader who is looking to be part of a dynamic team. The Supervisor, Operations & Maintenance will act as the overall responsible operator (ORO) and operation in charge (OIC). This position is integral in ensuring our water facilities are operated and maintained in an efficient and effective manner to provide an uninterrupted safe water supply.,

What you will do:

- You will supervise Maintenance Mechanics/Millwrights, Lead Hands, and a Maintenance & Distribution Specialist. As well, you will indirectly supervise Systems Maintenance Operators and Lead Hand.
- You will be responsible for administering contracts with contractors, suppliers, and service providers performing maintenance/installation work.
- You will be the subject matter expert responsible for planning and scheduling operations and maintenance for water supply systems and infrastructure and ensuring regulatory compliance.
- We will look to you to be part of a rotational stand-by supervisor (ORO) to respond to inquiries, complaints, and emergency calls (24/7) regarding safety, water supply and distribution, regulatory, and customer service issues.
- You will have the responsibility of developing and implementing operational and maintenance procedures as per the Municipal Drinking Water Licence and Drinking Water Works Permit and legislative requirements.
- You will assist the Manager to develop operating policies, long range plans, maintenance programs, budgets, and resource requirements. As well you will prepare annual long range plans for vehicles and equipment, and prepare quotes and tender documents for contract work.
- You will provide technical assistance and advice to the Division, Department, local municipalities, and Facilities Management regarding the maintenance and operation of water supply system activities and equipment
- You will administer the chemical storage and delivery system and ensures safety standards are maintained.
- Your leadership skills will be used to develop and implement training and development plans to ensure staff receive training as per regulations.
- You will maintain records for buildings, equipment, wells, water mains, appurtenances, and

schematic drawings.

- We will look to you to participate in capital project groups for new and upgraded facilities.
- You will coordinate and schedule resources to ensure regulatory and client mandated sampling/testing requirements are met.
- You will participate in asset management programs to analyze equipment trends and provide input into the program and budgets for rehabilitation and replacement.
- You will participate in the development implementation, continuous improvement, and conformance of the drinking water quality management system (DWQMS).

What you will bring:

- The requirements for this position would normally be acquired through a community college diploma in Civil Engineering, Mechanical Engineering (or equivalent field), plus progressively responsible experience in municipal water operations and maintenance.
- Current knowledge of water system operations, water treatment, water distribution system hydraulics, pumps, wells, motors and valves, and familiarity with computerized maintenance management systems, and administrative policies and procedures
- Must have or be eligible for Class IV Ministry of the Environment Water Distribution Certificate and Class IV Water Treatment Certificate.
- Knowledge of and ability to comply with policies, procedures, collective agreements, legislation (e.g., safe drinking water, OWRA, O Regs 169/03, 128/04, 165/04, health and safety, provincial drinking water protection), Ministry guidelines, and public health standards.
- Analytical, problem solving, organizational, and continuous improvement skills to develop and recommend work plans, procedures, and standards; make independent decisions on maintenance repairs, chemical requirements, and interruptions to water supply; and reprioritize and coordinate activities for immediate critical repair work.
- Demonstrated leadership, human relations, and communication skills to supervise, train, motivate, develop, and support staff; provide technical expertise; conduct presentations and tours to staff and the public; respond to customer complaints; and participate as an effective team member.
- Ability to read and interpret operations/maintenance/safety manuals and documents, administrative and technical reports, correspondence, and blueprints. Ability to write budget, operations, and maintenance reports, correspondence, and purchase orders/requisitions.

- Advanced computer skills using software such as Microsoft Office and a maintenance management system.
- Must have a valid Class G driver's license (or G2 with 3 years of driving experience) and acceptable driving record to operate a Regional vehicle. Ability to travel within Waterloo Region.
- Ability to participate in an official standby/on-call rotation to respond to legislated or time sensitive demands beyond regularly scheduled work hours.
- Ability to support and demonstrate the Region's values.

Additional Information:**Compensation:**

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits. The salary of this position ranges between \$92,201.20 and \$115,260.60 per annum/hour (Grade 7 on the Management & Management Support wage scale).

We thank all applicants in advance; however, we will be corresponding only with those selected for an interview.

The Region of Waterloo is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. At the Region, we respect, encourage and celebrate our diversity. The Region of Waterloo is committed to providing accommodations throughout the recruitment process. If you require an accommodation, please notify us and we will work with you to meet your needs.

Alternate formats of this document are available upon request. Please contact the Service First Contact Centre at phone number 519-575-4400, or TTY number 519-575-4608 to request an alternate format.

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