

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(WATER/WASTEWATER DIVISION – WATER DISTRIBUTION & WASTEWATER COLLECTION - LOCATION - 330 WENTWORTH ST. N.)

OPERATIONS TECHNOLOGIST (WATER DISTRIBUTION & WASTEWATER COLLECTION) - CUPE 5167

SUMMARY OF DUTIES

Under the general supervision of the Superintendent, assists in the investigation, planning management, maintenance and operation of the City's Wastewater Collection and Water Distribution systems including budgeting, scheduling and coordinating of sewer rehabilitation, replacement, cleaning projects and for watermain appurtenances, rehabilitation, watermain component replacement along with special projects associated with the Water Distribution and Wastewater Collection systems which may include periodical site supervision.

GENERAL DUTIES

Inputs and retrieves sewer system data from Hansen, Canalis, GIS, SCADA and the other data management systems as required.

Schedules, analyzes and reports on sewer video inspection reports. Recommends repair or replacement strategies and cleaning programs for the wastewater collection system based on inspection data.

Assists in maintenance operations for sewer, storm and water assets.

Manages contracts, specifications, tender calls, quantities, special provisions, revisions, addenda, payments and quality control for engineering/maintenance contracts for sewer and water projects.

Work with contractors and consultants to support the Supervisor and Project Managers in WD&WWC. This includes setting up contracts in Hansen, issuing work daily work, verifying invoices and monitoring performance.

Investigates new technologies to improve repair techniques and service delivery.

Receives and responds to enquiries from the public, staff, other departments, Elected Officials, lawyers and contractors.

Develops and maintains operating and maintenance procedure manuals.

Composes correspondence and reports such as Committee reports.

Compiles information such as charts and graphs for reports and Public Information Centres, attends information meetings as appropriate.

Costs submitted contractor invoices within INFOR (Hansen)

Oversees and assigns work of student.

Retrieves metrics from INFOR (Hansen)

Retrieves and compiles necessary information for sewer related insurance claims submitted by property owners and summarizes findings to formulate conclusions for risk management and supervisor.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Where required manages day to day operations of Sewer Lateral Management Program. This includes but is not limited to dealing with customers both in person and virtually, coordinating with contractors, and setting up rehabilitation of laterals

Performs field inspections as required within Wastewater and Stormwater Collection.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Proven knowledge of the theories and practices of Civil Engineering or Environmental studies, normally acquired by attaining a diploma or degree in a relevant discipline or an equivalent combination of education and relevant work experience.
2. Previous experience in maintenance or operation of wastewater collection and water distribution systems.
3. Previous experience reviewing and/or analyzing sewer lateral and main sewer videos.
4. Extensive knowledge in the Wastewater and Stormwater Collection system preferred.
5. Demonstrated experience in a municipal environment pertaining to operations, maintenance, and/or construction activities preferred.
6. Licensed, by examination, with the Ministry of the Environment as an OIT (Operator in Training) Wastewater Collection Operator.
7. Ability to coordinate and relate well with professionals and non-professionals within and outside the organization.
8. Experience in a computerized environment, including Microsoft Word, Excel, PowerPoint, Outlook, Access and data entry. Working knowledge of ESRI (WIS), Hansen, Spider and Crystal Reports considered an asset.
9. Demonstrated ability to communicate effectively with the public, and converse verbally and in writing with contractors, staff and others on technical issues.
10. Previous experience managing contracts an asset.
11. Must have a valid Class "G" Driver's Licence and a clean driving record or one found to be acceptable by the City of Hamilton for the use of a city vehicle on the job.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

NOTE:

As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Criminal Reference Check or Vulnerable Sector Screening, at their own expense, prior to beginning work in this position.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
