

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

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

SUPERVISOR, CONTRACT SERVICES – CUPE 1041

SUMMARY OF DUTIES

Under general direction of the Water Distribution and Wastewater Collection Superintendent, plan, and administer the work program in the Contract Services Section. Ensure that projects are carried out in conformance with plans, schedules, and specifications.

GENERAL DUTIES

Direct staff on a daily basis and provide functional advice on the installation, repair, and maintenance of water distribution and wastewater collection systems.

Ensure the training of subordinate staff in the areas of safety, machine operations and construction, and in installation procedures.

Inform staff of any changes in policies, procedures, and regulations, which are relevant to their positions. Provide technical direction and advise as required.

Set priorities and performance objectives for unit personnel. Monitor performance levels periodically.

Verify and evaluate productivity reports and cost reporting information. Prepare information and engineering reports (i.e. plant maintenance, break histories, insurance claims etc.).

Provide annual current and capital budget estimates for area of responsibility. Monitor and control expenditures within this area.

Ensure that all safety regulations and policies are followed and that safety equipment is supplied when necessary. Participate as a member of the Health and Safety Committee as required.

Attend and give evidence in legal discoveries, pre-trial hearings, trials, etc., where appropriate.

Recommend and provide background information for the enforcement of water and wastewater by-laws where appropriate.

Prepare and administer various construction, inspection, and maintenance contracts. Review tenders and/or quotations and recommend the award of the contract to the appropriate bidder while ensuring that specifications are upheld. Prepare and approve requisitions as appropriate.

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

QUALIFICATIONS

1. Graduation from a Community College as an Engineering Technologist (Civil preferred) or approved equivalent and considerable experience in the municipal civil engineering field. Supervisory experience a definite asset.
2. Previous extensive experience in the construction and/or maintenance of water distribution and wastewater

collection systems.

3. Must currently hold a valid Level 1 class certificate for Wastewater Collection facilities, issued by the Ministry of the Environment under regulation 129/04.
4. Preference to candidates holding a valid O.I.T., or greater, certificate for Water Distribution Systems (or Water Distribution and Supply Systems), issued by the Ministry of the Environment under regulation 128/04.
5. Must have a broad knowledge of City of Hamilton by-laws, Occupational Health Safety Acts and Regulations, traffic control manuals, relevant environmental regulations, relevant building code regulations, City of Hamilton Policies & Procedures, Maintenance Management activities and manuals.
6. Must be able to demonstrate the ability to analyze productivity reports, cost statements, technical reports, problems, and procedures.
7. Must be able to demonstrate the ability to communicate effectively with all levels of staff and the general public.
8. Must be able to demonstrate experience in project management in water and sewer construction and maintenance.
9. Must be able to demonstrate knowledge of activity-based costing and asset management.
10. Experience in a computerized environment with word processing and data entry and manipulation of spreadsheets.
11. Preference given to candidates available to assume scheduled after-hours standby duty as required.
12. Be prepared to perform emergency response coverage.
13. Must possess a valid Ontario Driver's Licence Class "G".

THIS POSITION REQUIRES A VALID CLASS "G" DRIVERS LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE

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