

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

### (WATER/WASTEWATER DIVISION – WATER DISTRIBUTION & WASTEWATER COLLECTION – LOCATION – 703 Highway 8., STONEY CREEK)

### WATER DISTRIBUTION SUPERVISOR – CUPE 1041

#### SUMMARY OF DUTIES

Reports to the Superintendent of the Water Distribution - Yards. Provides front-line supervision of Water Distribution staff engaged in operating and maintaining the potable water distribution system, consisting of approximately 1,900 kilometres of watermains, 12,000 fire hydrants, 14,000 water valves, 123,000 service connections, and various related system appurtenances.

#### GENERAL DUTIES

Leads, coaches, mentors and supervises Water Distribution field staff.

Provides technical knowledge and site evaluation necessary to direct staff as required.

Plans, schedules, and assigns work.

Generates work orders and service requests.

Co-ordinates preventive maintenance programs.

Co-ordinates repair/replacement construction crews.

Completes and maintains records such as time sheets, locate requests, and staff absence reports. Inputs and retrieves data from a computerized infrastructure maintenance management system (Hansen).

Oversees and inspects fieldwork by staff and external contractors and day-to-day operations of the Maintenance Yard including inventory control, general cleanliness, and preparedness.

Completes health and safety field inspections of staff

Completes performance appraisals and performance development plans

Monitors performances

Create reports and presentations

Receives and answers inquiries from staff, the public, utilities, other departments, and contractors in a timely manner.

Ensures that water quality is protected, and all works are compliant with the Ontario Safe Drinking Water Regulations.

Ensures that the terms of the Occupational Health and Safety Act are observed with respect to day-to-day and emergency operations.

Ensures that repairs and replacements of water assets conform to the guidelines of maintenance management manuals.

Ensures that requisitions for supplies, equipment and materials are processed.

## Job Description #: 2142

Ensures that material inventory levels are controlled and adequate for continuity of day-to-day and emergency operations.

Ensures that all maintenance and construction activities adhere to directives issued by the Ministry of the Environment (MOE) and that staff work is environmentally friendly.

Drives service vehicle. Performs daily circle check.

Reads and interprets blueprints, Geospatial Infrastructure Management System (GIMS), and specifications and standards plans and profiles "as-built" drawings.

Provides background information on policies, programs, Waterworks and Wastewater bylaws, work methods, and procedures where appropriate.

Required to assume scheduled after-hours standby duty, which is shared among all supervisors.

Requires daily, complex decision-making using sound judgement, ingenuity, independent thinking, and team-building skills to maximize effectiveness of operations.

Be prepared to perform emergency response coverage.

Ensures that employees are provided with and use the appropriate equipment, materials and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

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.

Performs other duties as assigned which are directly related to the major responsibilities of the job including, when necessary, acting as Overall Responsible Operator once certification is obtained.

### **QUALIFICATIONS**

1. Demonstrated extensive knowledge of the duties listed above normally acquired through a Community College Diploma as an Engineering Technologist (Civil preferred) or approved equivalent and/or a combination of education and progressive work-related experience.
2. Must possess progressive satisfactory supervisory experience in the construction and/or maintenance of water distribution systems.
3. Must possess Class I Water Distribution Ministry of the Environment (MOE) Certification (by exam). Preference will be given to candidates with higher levels of certification by exam. Class IV Water Distribution & Wastewater Collection is preferred.

### **NOTE:**

Class IV Water Distribution certification by examination must be obtained within a period of five years to continue your employment in this position.

4. Must have demonstrated knowledge of the Occupational Health and Safety Acts and Regulations and the Ontario Safe Drinking Water Act. Must have a broad knowledge of City of Hamilton bylaws, Traffic Control Manuals, City Safety Policies, Maintenance Management Standards, Ontario Fire Code, Plumbing and Building Codes.

**Job Description #: 2142**

5. Working knowledge of GIS system, GeoMedia preferred.
6. Experience in a computerized environment with word processing, data entry, and manipulation of spreadsheets.
7. Ability to read and interpret blueprints; plan and profile "as-built" drawings.
8. Working knowledge of the Infrastructure Management System (Hansen database preferred).
9. Must be able to demonstrate knowledge of activity-based costing and asset management.
10. Must be able to demonstrate the ability to communicate effectively with all levels of staff and the public.
11. Must possess a valid Ontario Driver's Licence, Class "G".