

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

### (HAMILTON WATER – COMPLIANCE & REGULATIONS – LOCATION - 700 WOODWARD AVE.)

### SUPERINTENDENT OF ENVIRONMENTAL LABORATORY

#### SUMMARY OF DUTIES

Reporting to the Manager of Compliance and Regulations, the Superintendent of Environmental Laboratory will assume accountability and responsibility for the overall operation of the Environmental Laboratory including, analytical testing, maintaining SCC/CAEAL and ISO 17025 certification, sampling monitoring and reporting under the Drinking Water Systems Regulation (O. Reg. 170/03) and the Ontario Drinking Water Quality Standards (O. Reg. 169/03) and ensuring QA/QC of all related activities for internal and external clients. Responsible for delivery of ongoing operations and monitoring of the program to ensure it meets the growing needs of the residents and businesses of the City of Hamilton.

Accountable for ensuring that analytical, QA/QC, and reporting programs are provided in accordance with City and Provincial guidelines and in the most effective and efficient manner consistent with the City of Hamilton mission and vision.

Prepare and report on the group's services, financial, administrative and staff performance against established benchmarks. Implement strategies to improve effectiveness and efficiency. Set above average standards, lead by example and function as mentor to subordinate staff.

Possess a demonstrated record of leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, staff development, and be committed to excellence.

Possess a high level of personal integrity and be an excellent communicator.

#### RESPONSIBILITIES

You will assume lead accountability and responsibility for the Environmental Laboratory by developing plans and policies for the group. Monitor the overall program to ensure service quality, cost effective and timely service delivery and legislative compliance. Monitor the progress of major program initiatives.

The Superintendent of Environmental Laboratory is accountable to the Manager of Compliance & Regulations for ensuring that services are provided in accordance with City and Provincial guidelines, with minimal disruption to clients and the public, and in the most effective and efficient manner.

#### GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Provide leadership and direction to staff within the group. Promote teamwork and integration between internal and external parties participating in cross-functional and cross program initiatives.

Ensure compliance with regulatory requirements of SCC/CAEAL (ISO 17025), and Ontario Drinking Water Systems Regulation (O. Reg. 170/03) and Ontario Drinking Water Quality Standards (O. Reg. 169/03) and consistent with the City of Hamilton mission and vision. Results oriented and persistent in ensuring objectives are accomplished.

Implement and maintain a quality assurance program for the laboratory to ensure compliance with current legislation.

Participate as required in discussions and presentations on relevant issues to Council, agencies, and the public. Attend various committee/Council, technical, industry and public meetings as required.

Prepare or review, as required, technical reports arising out of this area of responsibility for presentation to various committees of the City.

Participate as a department representative on various corporate committees/teams as required.

Prepare the annual draft current and capital budgets for the group and monitor and control expenditures. Project expenditures and recommend changes where appropriate.

Interpret, apply and enforce the provisions of various regulations, acts, and by-laws related to the functions of the Group and recommend changes where appropriate.

Empower and develop reporting staff to perform their work in an independent manner.

### **QUALIFICATIONS**

Must be able to demonstrate a level of expertise related to the duties described, normally acquired through a University Degree in Sciences preferably at the masters level with a progressive experience as a chemist with at least three years in an environmental laboratory management setting and/or a combination of education and progressive work-related experience.

Comprehensive experience, in the implementation of quality systems, preferably in an operating environment, with some water/wastewater treatment.

Extensive knowledge of applicable theories, practices and methodologies in an environmental laboratory setting, preferable in the water/wastewater field.

Effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.

Demonstrated ability to effectively manage a multi-disciplinary staff in a results oriented environment and in a predominantly unionized setting.

Experienced in designing and delivering customer focused programs and services.

Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.

Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.

Knowledge of collective bargaining process.

Working knowledge of computer software applications.