

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

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

SUPERVISOR WASTEWATER & STORMWATER COLLECTION – CUPE 1041

SUMMARY OF DUTIES

Reports to the Superintendent Water Distribution and Wastewater Collection – ORO. Provides front-line supervision of Wastewater & Stormwater Collection staff engaged in the operation and maintenance of the wastewater & stormwater collection system..

GENERAL DUTIES

Leads, coaches, mentors and supervises Wastewater & Stormwater Collection System staff

Provides technical knowledge and site evaluations necessary to direct staff as required

Co-ordinates operational and preventative maintenance program

Generates work orders and service requests

Plans, schedules and assigns work activities for staff and contractors and ensures that established quality standards are achieved.

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

Oversees and inspects fieldwork by staff and external contractors

Completes performance appraisals and performance development plans

Creates reports and presentations

Leads human resources and labour relation functions as required, such as completing job competitions, leading investigations, completing attendance support meetings and discipline meetings.

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

Ensures the training of subordinate staff in the operation and maintenance of the wastewater and stormwater collection systems and in the areas of safety and machine operations.

Informs staff of any changes in policies, procedures, and regulations, which are relevant to their positions. Provides technical direction and advises as required.

Sets priorities and performance objectives for staff. Monitors performance.

Estimates and requisitions materials required. In addition, order all parts, and equipment for yearly replacement.

Verifies and evaluates productivity reports and cost reporting information. Prepares information and reports as required

Provides draft annual operational and capital budget estimates for area of responsibility. Monitors and controls expenditures within business unit

Attends and gives evidence in legal discoveries, pre-trial hearings, trials, etc., where appropriate.

Recommends and provides background information for the enforcement of water, wastewater and stormwater by-laws where appropriate.

Assumes budget control responsibilities affecting equipment and resources by determining annual anticipated requirements for all labour, material, and equipment.

Prepare tender documents, request-for-proposal documents and request-for-quote documents for works associated with the business unit

Monitor operations to ensure compliance with legislative requirements, such as the Occupational Health and Safety Act, Highway Traffic Act, and consistency with the City of Hamilton Mission, Vision and Values.

Responds to complaints from the public and where appropriate within established policies, initiates corrective action.

Ensures that materials and equipment are maintained at the highest level of readiness, having due regard for financial arrangements.

Ensures that all field-activity costs are input into a computerised management system.

Prepares and administers various inspection, and maintenance contracts. Reviews tenders and/or quotations and recommends the award of the contract to the appropriate bidder while ensuring that specifications are upheld. Prepares and approves requisitions as appropriate.

Ensures that employees are provided with and use the appropriate equipment, material 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 the appropriate licence 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 Class III Wastewater Collection Ministry Environment, Conservation and Parks(MECP) License (by exam).
3. Must possess progressive satisfactory supervisory experience in the operations and maintenance of wastewater and stormwater collection system.
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.
5. Working knowledge of GIS system, ESRI preferred.
6. Demonstrated working experience in a computerized environment using Microsoft Word, Excel and Outlook as

a minimum.

- 7. Demonstrated experience in reading and interpreting blueprints; plan and profile "as-built" drawings.
- 8. Working knowledge of work order and service request data entry and working knowledge of retrieving historic data from a Computer Maintenance Management System (CMMS) (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".

THIS POSITION REQUIRES A VALID CLASS "G" DRIVERS 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
