

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT (WATER/WASTEWATER – LOCATION – 700 WOODWARD AVE)

MANAGER OF PLANT OPERATIONS

SUMMARY OF DUTIES:

Reports direct to the District Director, and is responsible for the administration and control of all aspects of the day to day operations of the Water Treatment Plant, Wastewater Treatment Plants, municipal wells, water/wastewater pumping stations, reservoirs and CSO tanks within the City of Hamilton.

GENERAL DUTIES:

Direct and supervise Water/Wastewater Process Supervisors in the performance of their duties.

Coordinate the operation of the above facilities to ensure an effective treatment and service distribution.

Ensure the plant operating conditions, logs, records, etc. are maintained in accordance with established procedures.

Prepare monthly, annual and ad hoc reports.

Update District Director of continuing abnormal conditions, breakdowns, malfunctions or similar problems that may become evident from time to time.

Monitor changes to plant operating conditions on the basis of calculations, information provided by Process Supervisors, plant operating data and laboratory test results.

Ensure safe and efficient work procedures are followed.

Participate in the selection and training of new and existing employees.

Participate in labour relations matters by attending interview meetings as required.

Maintain discipline by counselling Process Supervisor, documenting incidents and ensuring ongoing compliance.

Assist in the preparation of current budgets and provides information for capital budgeting purpose.

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

QUALIFICATIONS

1. Must have a college diploma.
2. Must have working knowledge of work processing and spreadsheet applications, specifically Microsoft Word and Excel.
3. Must be self-motivated and capable of working independently and as part of a team, must excel at planning, organizing and implementing projects.
4. Must hold a valid and current Level 4 license in Water Distribution, Water Treatment, Wastewater Treatment and Wastewater Collection.

5. Ten years experience in the municipal water or wastewater treatment industry. Preference will be given to candidates with proven management experience and the demonstrated ability to provide leadership in a changing environment.