

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT (WATER / WASTEWATER DIVISION – PLANT OPERATIONS – LOCATION – 700 WOODWARD AVE.)

MECHANICAL SUPERVISOR – CUPE 1041

SUMMARY OF DUTIES

Reporting to the Superintendent, Plant Maintenance ensures the supervision, administration and basic predictive and preventative maintenance of all mechanical equipment and systems for the Millwrights and Industrial Mechanic trades staff. The day to day direction of the Millwrights and Industrial Mechanics for the water and wastewater treatment facilities and outstations of 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 Millwrights and Industrial Mechanics in the performance of their duties.

Assist with administering the operation of the Computerized Maintenance Management system.

Ensure that work orders, logs, records, etc., are maintained in accordance with established procedures.

Supervise recording of data and assist in the preparation of monthly, annual and ad hoc reports.

Update appropriate Supervisor/Manager of continuing abnormal conditions, breakdowns, malfunctions or similar problems that may become evident from time to time.

Prepare and verify vacation schedules, time sheets, absence reports and work orders.

Communicate with the maintenance section in setting priorities to maximize process equipment efficiency and reliability.

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 interviews/meetings as required.

Maintain discipline by counseling employees, documenting incidents; reporting as necessary to Superintendent.

Assist in the preparation of current budgets and provide information for capital budgeting purposes as directed by Superintendent.

Ensure security of facilities; organize, conduct inspections for representatives from the industry or regulatory agencies.

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

QUALIFICATIONS

1. Proven knowledge and experience related to the duties listed above normally acquired by attaining a Mechanical Technician diploma or by having a valid Certificate of Qualification (C of Q) as an Industrial Mechanic (Millwright) normally acquired by a Certificate of Apprenticeship (C of A).
2. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.

3. Highly effective leadership, facilitation, communication, interpersonal, conflict-resolution, organizational and multi-tasking skills.
4. Demonstrated ability to effectively manage a staff in a unionized environment.
5. Must hold a valid Class "G" driver's license.
6. Undertake all assigned duties in a safe and professional manner, complying with the City of Hamilton Safety Policies and in accordance with the Occupational Health & Safety Act, WHIMS and all other applicable legislation.
7. The preferred applicants will have extensive progressive experience in the trade including experience in municipal water or wastewater treatment industry.
8. Preference will be given to candidates with proven supervisory experience and the demonstrated ability to provide leadership in a changing environment.
9. Knowledge of the collective bargaining process and dealing with a unionized workforce, including grievance procedures would be an asset.
10. Excellent verbal and written communication skills, with the ability to communicate effectively with all levels of staff and management.
11. Preference will be given to candidates with proven working knowledge of word processing and spreadsheet applications, specifically Microsoft Word and Excel.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.