

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(HAMILTON WATER DIVISION – PLANT MAINTENANCE AND TECHNICAL SERVICES - LOCATION – 700 WOODWARD AVE.)

SUPERINTENDENT, PLANT MAINTENANCE

SUMMARY OF DUTIES

Reporting to the Manager of Plant Maintenance and Technical Services, develops, oversees and supervises the safe, efficient, and effective delivery of the maintenance program for Hamilton Water's Water and Wastewater Plant Operations.

Provides technical support, oversight, clear instructions and adequate training for all trades and trade supervisors, including electricians, instrumentation technicians, millwrights.

Assumes accountability and responsibility for day to day maintenance operations including coordinating contractor activities.

Monitors programs and makes recommendations for improvement based on maintenance data, new equipment & technology and best practice.

Assumes accountability and responsibility for ensuring that maintenance programs and activities are compliant with all applicable policies, procedures and regulations.

Provides support in the development, implementation and adherence to mechanical, electrical, and instrumentation standards on projects implemented under the City's Capital Programs.

GENERAL DUTIES

Communication with staff in areas of operations, SCADA, engineering, construction, as well as with contractors, consultants, regulatory authorities, and other agencies, to resolve problems or develop policies or specifications for mechanical, electrical, and electronics equipment for the water and wastewater treatment facilities and outstations.

Lead, mentor, evaluate and support the efforts and activities of supervisory and maintenance staff including managing the performance of contractors/vendors.

Promote teamwork and integration between internal and external parties; and participate in cross functional and maintenance program initiatives.

Provide emergency response support related to water and wastewater operations and other City emergencies as required.

Responsible for maintaining a workforce of highly dedicated and professional staff. For providing leadership, training, coaching and performance management for all staff under their supervision.

Develop and manage annual budgets for the group. Prepare and recommend capital budget items.

Plan and monitor the delivery of existing maintenance programs and implement new programs as required to ensure systems meet changing needs.

Review, revise, and develop standard operating procedures that will increase safety, compliance, maintenance reliability and improve process operation.

Update the Manager of abnormal conditions, breakdowns, malfunctions, or similar problems that may become evident.

Oversee all health and safety needs for maintenance staff and ensures adequate training is provided to meet regulatory requirements and City objectives.

Provide opportunities for professional development and ensure that training of new and existing employees is completed.

Responsible for contributing to positive labour relations by working with union representatives and management representatives to resolve disputes and grievances.

Responsible for inventory and asset management of mechanical, electrical, and electronic equipment for the water and wastewater treatment facilities and outstations.

Ensure that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensure that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures.

Work in accordance with the applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

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

QUALIFICATIONS

1. Proven experience and knowledge related to maintenance activities in an a highly technical operational environment.
2. Proven knowledge of applicable theories and trends in mechanical, electrical and instrumentation trades, normally acquired by completing post-secondary education related to one of the trades or having an accredited engineering degree at a recognized University or diploma from a Community College course in an accredited Engineering Technology program in a Civil, Electrical or Mechanical, or Water and Wastewater related program or a combination of education and work related experience.
3. Proven knowledge, experience, and proficiency in managing maintenance programs, preferably related to complex water and wastewater treatment processes and equipment.
4. Must be self-motivated and capable of working independently and as part of a team. Must excel at planning, organizing, and implementing maintenance programs and projects.
5. Demonstrated financial management skills developing, implementing and monitoring budgets.
6. Thorough knowledge and understanding of statutes, regulations, and by-laws affecting the department/section (e.g. acts/regulations including but not limited to the Environmental Protection Act, Ontario Water Resources Act, Nutrient Management Act, Safe Drinking Water Act, as well as Ministry of Labour acts and regulations).
7. Excellent working knowledge of Collective Bargaining Agreements and processes including grievance procedures.
8. Previous demonstrated ability to effectively manage and supervise a multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.

9. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills, with the ability to multi-task and adopt quickly to change.
10. Experience in designing and delivering customer focused programs and services.
11. Previous project management experience related to maintenance projects including preparation of contract specifications, tender documentation/award, project administration and management of consultants/contractors.
12. Sound judgment related to maintenance programs and prioritization of maintenance projects.
13. Demonstrated ability to review and interpret analytical data, make calculations against process control parameters and determine if operations are within appropriate parameters and provide advice as to what actions are required in accordance with those findings.
14. The Superintendent shall possess a demonstrated record of strong leadership, technical competence, customer focus, innovation/creativity, team advocacy and commitment to results. They must possess excellent communication skills.
15. Ability to read and interpret blueprints and schematics, design standards and specifications and "as-built" records.
16. Demonstrated knowledge of the Occupational Health and Safety Act and applicable regulations as it relates to the position.
17. A high level of skill related to software applications such as MS Office (Word, Excel, Power Point, & Outlook), and asset and work management applications such as Infor EAM, Hansen, Maximo, CityWorks or other applicable software.
18. Must possess a valid Class "G" Driver's Licence and provision of a vehicle for use on the job.

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

As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Criminal Record & Judicial Matters Check), 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.
