

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(HAMILTON WATER DIVISION – PLANT OPERATIONS – LOCATION – 700 WOODWARD AVE.)

ELECTRICAL SUPERVISOR – CUPE 1041

SUMMARY OF DUTIES

This position is responsible for the management, administration and oversight of the safe, efficient and effective delivery of the Electrical Maintenance program, up to and including 13.8 kV systems, within the Plant Maintenance & Technical Services unit. Reporting to the Plant Maintenance Superintendent, s/he will assume the role as Supervisor of the Electrical group, providing technical resources, direction and coaching for the servicing and maintenance of all the water and wastewater treatment facilities and outstations of the Woodward Water Treatment Plant, and Woodward/Dundas Wastewater Treatment Plants, municipal wells, water/wastewater pumping stations, reservoirs and CSO tanks within the City of Hamilton.

GENERAL DUTIES

- Direct and supervise Electricians (and other maintenance personnel for short term coverage purposes) 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/Superintendent/Manager of continuing abnormal conditions, breakdowns, malfunctions or similar problems that may become evident from time to time.
- Monitor, supervise and administer changes to plant operating conditions on the basis of calculations, information provided by operators.
- Prepare and verify vacation schedules, time sheets, absence report and work orders.
- Communicate with the maintenance section in setting priorities to maximize process equipment efficiency.
- Lead in the development and implementation of safe and efficient work procedures related to the trade. Ensure that procedures are effective and followed accordingly.
- Participate in the selection and training of new and existing employees.
- Participate in labour relations matters by attending interviews/meetings as required.
- Follow established discipline process; maintain discipline by counselling employees and documenting incidents.
- Assist in the preparation of current budgets and provides information for capital budgeting purposes as directed by the Superintendent.
- Ensure security of City of Hamilton facilities. Organize, conduct and inspections for representatives from the industry or regulatory agencies.
- Perform other duties as assigned which are directly related to the major responsibilities of the position.

QUALIFICATIONS

1. Proven knowledge and experience related to the duties listed above normally acquired by attaining an Electrical Engineering/Technologist diploma or by having a valid Certificate of Qualification (C of Q) as a 309A Construction and Maintenance Electrician (preferred) or 442A Industrial Electrician (preferred),

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normally acquired by a Certificate of Apprenticeship (C of A).

2. Must be self-motivated with strong leadership capabilities, able to work both independently and as part of a team.
3. Must excel at developing and implementing effective job plans in a dynamic operating environment.
4. 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, Confined Spaces, Energy Control, WHIMS and all other applicable Acts and Regulations.
5. 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).
6. Must be able to obtain by examination:
 - An Ontario Level 1 Wastewater Treatment Operation, Certificate of Competency and
 - An Ontario Level 1 Wastewater Collection Operation, Certificate of Competency and
 - An Ontario Level 1 Water Treatment Operation, Certificate of Competency and
 - An Ontario Level 1 Water Distribution Operation, Certificate of Competency.
7. Preference will be given to candidates with a demonstrated ability to effectively lead, manage, and supervise a multi-disciplinary staff in a results-oriented environment and in a predominantly unionized environment. Excellent working knowledge of Collective Bargaining Agreements and processes including grievance procedures.
8. Preference will be given to candidates with extensive progressive experience in the trade including experience in municipal water or wastewater treatment industry.
9. Excellent verbal and written communication skills, with the ability to communicate effectively with all levels of staff and management.
10. Preference will be given to candidates with proven working knowledge of word processing and spreadsheet applications, specifically Microsoft Word and Excel.

NOTE 1: Must possess and maintain a Class "G" Driver's License valid in the Province of Ontario and provision of a personal vehicle for use on the job.

NOTE 2: As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Police Information Check (PIC), at their own expense, prior to beginning work in this position.

NOTE 3: In order to perform this job function a person must be able to wear and maintain self-contained breathing apparatus and be able to pass a full face mask fit test.

HOURS:
