

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

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

### PROCESS SUPERVISOR – CUPE 1041

#### SUMMARY OF DUTIES

Reporting to the Plant Operations, Superintendent ensures the supervision and administration of the day-to-day operations of the water treatment plant, wastewater treatment plants, municipal wells, and water/wastewater pumping stations, reservoirs and CSO tanks within the City of Hamilton and maintains regulatory compliance.

#### GENERAL DUTIES

Directs and supervises Water/Wastewater Operators in the performance of their duties.

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

Ensures that plant-operating conditions, logs, records, etc., are maintained in accordance with established procedures, which also includes; preparation, updates and review of operating procedures.

Supervises recording of data and assists in the preparation of monthly, annual and ad hoc reports.

Updates the Plant Operations management of continuing abnormal conditions, breakdowns, malfunctions or similar problems that may become evident from time to time.

Monitors, controls/adjusts, supervises and administers changes to plant operating conditions on the basis of calculations, information provided by operators, plant operating data, laboratory test results and through the utilization of a SCADA process control system.

Prepares and verifies vacation schedules, time sheets, and absence reports and work orders. Controls and minimizes overtime.

Communicates and coordinates with the Plant Maintenance and Technical Services section in setting priorities to maximize process equipment efficiency and operations.

Ensures all operations are carried out safely and efficiently in accordance with Provincial regulations and City health and safety policies.

Participates in the selection and training of new and existing employees and ensures adequate training is provided to staff to meet regulatory requirements and City objectives.

Participates in labour relations matters by attending interviews/meetings as required.

Maintains discipline by counselling employees, documenting incidents and ensuring ongoing compliance.

Assists Plant Operations management in the preparation of operating budgets and provide information for capital budgeting purposes. Coordinates plant operations with contractors and consultants to accommodate project needs, while minimizing impacts on the performance of the facilities.

## Job Description #: 5447

Responds to complaints and inquiries from representatives from the general public, industry or regulatory agencies.

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 responsibilities of the position.

### **QUALIFICATIONS**

1. Proven experience and knowledge of applicable process theories, practices and trends in a production environment, including operations, maintenance and administration, normally acquired by attaining a degree or diploma in engineering or a relevant discipline or an equal combination of education and related work experience.
2. Must hold and have obtained (by examination) a current Ontario Licence at:  
  
A Level III or greater Wastewater Treatment Operation, Certificate of Competency, AND/OR  
A Level III or greater Water Treatment Operation, Certificate of Competency
3. Must be able to obtain by examination:  
  
An Ontario Level IV Wastewater Treatment Operation, Certificate of Competency and  
An Ontario Level IV Wastewater Collection Operation, Certificate of Competency and  
An Ontario Level IV Water Treatment Operation, Certificate of Competency, and  
An Ontario Level IV Water Distribution Operation, Certificate of Competency.
4. Undertakes all assigned duties in a safe and professional manner, complying with City of Hamilton Safety Policies, and in accordance with the Occupational Health & Safety Act, WHIMS and all other applicable legislation.
5. Extensive experience in the municipal water or wastewater treatment industry. Proven knowledge, experience and proficiency to operate a complex water and wastewater treatment system.
6. Preference will be given to candidates with proven supervisory experience and the demonstrated ability to provide leadership in a unionized environment.
7. Preference will be given to candidates with proven working knowledge of computer software applications, such as MS Office, Word, Excel, Outlook, SCADA or ability to obtain.
8. Must be self-motivated and capable of working independently and as part of a team.
9. Must be able to work shifts, report on-call outside normal work hours and report to various work sites.
10. Must hold a valid Class "G" driver's licence.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S 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 Record & Judicial Matters police 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.**

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