

## **CITY OF HAMILTON**

### **PUBLIC WORKS DEPARTMENT** **HAMILTON WATER – PLANT OPERATIONS – 700 WOODWARD AVENUE**

#### **PROCESS TECHNOLOGIST (CUPE 5167(INSIDE WORKGROUP))**

##### **SUMMARY OF DUTIES**

Reporting to the Supervisor, Quality Assurance, the Process Technologist will be responsible for extracting, manipulating and translating raw process data into useable form through the application of analytical tools for interpreting, displaying and reporting statistical information. Through the interpretation of data and information report on findings and make recommendations as a means to improve water quality, process related quality metrics and overall process optimization, as it relates to the operation of the City's water and wastewater treatment systems.

##### **GENERAL DUTIES**

Monitor the physical, chemical, and biological processes to ensure the facility operates within Ministry of Environment and Energy certificate of approval standards, City standards and other relevant legislation.

Maintain electronically validated data files, evaluate process data and perform data queries as required.

Conducts and assists in the area of research/development, including process optimization, process audits, policy review, and general research.

Generate statistical process control charts, monitor key performance indicators and alert Quality Management team of out of range process trends.

Integrate and create linkages between various sources of technical data.

Assist with the identification and securing of various sources of data, and determines methods of researching, collecting and creating information as needed.

Assist with the preparation for Ministry of the Environment (MOE) and other regulatory body inspections and subsequent follow up related to information requests.

Coordinates and delivers various information, including monthly/annual reporting, metric/benchmarking/tracking/reporting, internal and external communications.

Conducts and monitors studies and reports on findings.

Prepares and distributes reports in a professional and efficient manner.

Calculates, correlates, updates and maintains various data bases (i.e. from SCADA; Infor) and prepares graphical and tabular presentations of data.

Collects, analyses, evaluates and interprets data/information, reports on findings, writes recommendations to management.

Use problem solving process and techniques to identify and propose root causes and effects.

Provide educational tours of the Water and Wastewater Treatment plants and Facilities to educational institutions, consultants, delegations and the general public.

Assist in project management and administration by implementing Excel reports, bar and line charts.

Maintain project data files, preliminary designs, shop drawings, schematics and approvals.

Respond to inquiries from staff, the general public, elected officials, contractors and suppliers.

Compile information for reports and public presentations such as Annual Reports, DWQMS Audits and Council Reports.

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

### **QUALIFICATIONS**

1. Proven demonstrated knowledge of the practices and theories of Plant Operations normally acquired by obtaining a degree or diploma in Mechanical, Chemical, Industrial, Manufacturing, Process Automation or Environmental Engineering or Water/Wastewater Operational related discipline or an equivalent combination of education and related work experience.
2. A member of the Association of Certified Engineering Technicians and Technologists (OACETT), preferred.
3. Demonstrated relevant experience gained through progressive work experience in the Water/Wastewater industry.
4. Demonstrated progressive analytical and implementation experience with the ability to handle multiple projects and change initiatives.
5. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
6. Experience in conducting fiscal analysis, cost benefit analysis, developing and compiling financial, operating and performance data.
7. Understanding of continuous improvement process and practices (Lean-Six Sigma certification is an asset).
8. Experience in creating, formatting and maintaining complex reports and spreadsheets, including the use of manual and computerized filing systems.
9. Thorough knowledge and understanding of statutes, regulations and by-laws affecting Plant Operations.
10. Working knowledge of Microsoft Office computer software applications. Capable of compiling, calculating interpreting and trending data for parameters related to the Section.
11. Able to co-ordinate and relate well with professionals and non-professionals within and outside the organization.
12. Must possess excellent communications skills, including the writing of letters and reports.
13. Must possess a valid Class "G" Driver's Licence.
14. Proven organizational, planning and multitasking skills with strong attention to detail.

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