

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

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

### SUPERINTENDENT, WASTEWATER TREATMENT PROCESS (ORO)

#### SUMMARY OF DUTIES

Reporting to the Manager, Plant Operations, supervises and oversees the safe, efficient and effective operation of the wastewater treatment facilities, including delivery of the Wastewater Treatment Program.

Assumes the regulatory role and all responsibilities of 'Overall Responsible Operator' for the wastewater treatment systems, as identified in the various regulations including the Ontario Water Resources Act, Environmental Protection Act, Canadian Environmental Protection Act and other current and future applicable acts and regulations.

Be fully accountable and personally responsible for compliance with regulations, by-laws and mandates as they relate to the operation of the City's wastewater and combined sewer facilities, and wastewater treatment systems.

Prepares, coordinates, monitors and evaluates all process and analytical data related to wastewater and combined sewer facility operation, and wastewater treatment systems, to ensure compliance and optimize process performance.

Sets up all facility and treatment process parameters and ensures that the operations are maintained within those parameters.

Plans and monitors the delivery of existing programs and implements new programs to ensure continual improvement, and that systems meet regulatory requirements and the growing demands of the City.

Provides supervision to operators and supervisors and acts as a resource by providing clear instructions and ensuring adequate training.

Ensures the adequacy of health and safety programs for the protection of staff and visitors, and implements new programs as required.

Supports the development and maintenance of advanced engineering tools, models, and software for monitoring, optimizing and trouble shooting of wastewater and combined sewer facility operation, and wastewater treatment systems.

#### GENERAL DUTIES

Directs and supervises the Water/Wastewater Process Supervisors in the performance of their duties. Maintains discipline by counseling Process Supervisors, documenting incidents and ensuring ongoing compliance.

Coordinates the operation of the Water, Wastewater, and Combined Sewer facilities to ensure effective treatment and service distribution.

Plans, implements, monitors and evaluates programs, policies and procedures ensuring regulations, by-laws and guidelines are met.

Prepares, coordinates, monitors and evaluates all process and analytical data related to wastewater and combined sewer facility operation, and wastewater treatment systems, to ensure compliance and optimize process performance.

Supports the development and maintenance of advanced engineering tools, models, and software for monitoring, optimizing and troubleshooting of wastewater and combined sewer facility operation, and wastewater treatment systems.

Consults with Ministry of the Environment, Conservation and Parks, and other agencies as required to ensure that the wastewater treatment system operations are consistent with the various regulations and approvals. Can be held personally accountable for any infractions in the wastewater treatment system operations.

Coordinates facility inspections and liaises with staff from various regulatory authorities and agencies.

Prepares all regulatory reports required by legislation and reviews them for accuracy and completeness. Ensures regulatory reports are submitted within required deadlines. Identifies and reports all operational and regulatory non-conformances to regulators and senior management.

Institutes procedural changes to accommodate legislative changes by consistently reviewing and revising Standard Operating Procedures and SCADA set-points.

Supervises and delegates duties to staff. Acts as a mentor and resource by providing clear mandates to all operational staff, while ensuring adequate training. Coordinates and supervises training courses for staff.

Mentors, coaches and motivates staff, evaluates individual performance, and engages in any disciplinary action as required.

Assists the Hamilton Water Planning and Capital sections to deliver their mandate by reviewing and participating in various studies and capital initiatives.

Identifies short-term and long-term capital needs and contributes in the development of projects including participation in planning, design, implementation and startup.

Monitors and coordinates activities of consultants, contractors and vendors with respect to facility operations. Undertakes research assignments and projects internally and with external partners.

Assists in the preparation of annual budgets for the group and monitors and implements changes to control expenditures.

Optimizes facility processes to achieve cost efficiencies in chemical usage and power and gas consumption.

Develops, coordinates, manages and implements plans for inspections, repair and maintenance while ensuring facility operation and compliance.

Provides shift coverage for Process Supervisors in case of emergencies and/or when the regular requirements cannot be met due to unexpected leave of absence. Is available to respond to emergency or abnormal conditions at the various sites afterhours if required.

Implements various health and safety programs at the facilities.

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, the Employment Standards Act, 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, the Employment Standards Act, and all City of Hamilton corporate and departmental policies and procedures.

Participates as required in discussions and presentations on relevant issues to Council, agencies, and the public. Attend various Committee/Council and public meetings as required. Provides background information on policies, programs, work methods and procedures where appropriate.

Prepares or reviews, as required, technical reports arising out of the core program for presentation to various committees of the City.

Participates as a department representative on various corporate committees/teams as required.

Receives and answers inquiries from staff, the public, other utilities, other departments, vendors and contractors in a timely manner.

Writes reports, composes correspondence, and performs other duties as assigned which are directly related to the major responsibilities of the job.

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

### **QUALIFICATIONS**

1. Proven experience and knowledge of applicable theories, practices and trends in water/wastewater operations, maintenance and management, normally acquired by attaining an accredited Engineering degree at a recognized university or diploma from a three-year Community College course in an accredited Engineering Technology program in a Civil, Chemical, or Environmental discipline.
2. Possess Level IV Wastewater Treatment license by exam from the OWWCO/MECP, and/or be able to obtain a Level IV Wastewater Treatment by examination.
3. Possession of a Level IV Wastewater Collection license by exam from the OWWCO/MECP, and/or the ability to obtain a Level IV Wastewater Collection license by examination is an asset.
4. Proven experience, knowledge and proficiency in ability to operate a complex wastewater collection and treatment system.
5. Must possess a high degree of integrity and be self-motivated to investigate, analyse, evaluate and correct inaccuracies or errors in your charge.
6. Possess progressive supervisory experience and can demonstrate a history of staff development and performance management. Demonstrated ability to effectively manage a multi-disciplinary staff in a results-oriented environment and in a predominantly unionized setting.
7. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the Department/Section including but not limited to the MECP's Ontario Water Resources Act (OWRA), Nutrient Management Act, and Environmental Protection Act; the MOL Occupational Health and Safety Act; the Canadian Environmental Protection Act; and the Employment Standards Act.
8. Proven ability to exercise sound judgment and leadership in emergency situations.
9. Highly effective leadership, facilitation, communication, presentation, interpersonal and conflict-resolution, organizational and multi-tasking skills. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
10. Demonstrated knowledge and experience in construction practices related to the wastewater industry.
11. Demonstrated knowledge and experience in project management.
12. Demonstrated financial management skills developing, implementing and monitoring budgets.

- 13. Demonstrated experience administering supply and service contracts, and consulting assignments including (but not limited to) scheduling work, coordinating with internal and external parties, evaluating and reporting on material/service quality, and processing payment certificates.
- 14. Knowledge of the collective bargaining process, including grievance procedures.
- 15. Working knowledge of computer software applications such as the Microsoft Office suite (Word, Excel, PowerPoint, Outlook), SCADA, Computerized Maintenance Management System (INFOR EAM or similar), or the ability to obtain. Knowledge of the Department's workforce management software (Kronos) is an asset.
- 16. Must possess a Class "G" Driver's Licence valid in the Province of Ontario and be able to maintain same.

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

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND IN THE WORKPLACE.**

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