

CITY OF HAMILTON

UPDATED MARCH 2018

PUBLIC WORKS DEPARTMENT

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

SUPERINTENDENT WATER TREATMENT PROCESS

SUMMARY OF DUTIES

Reporting to the Manager, Plant Operations, supervises and oversees the safe, efficient and effective delivery of the Water Treatment Program.

Assumes the regulatory role and all responsibilities of 'Overall Responsible Operator' as identified in the various regulations including Ontario Safe Drinking Water 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 water treatment systems.

Prepares, coordinates, monitors and evaluates all process and analytical data related to water treatment to ensure compliance and optimize process performance.

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

Plans and monitors the delivery of existing programs and implements new programs to ensure system meets growing demands of the City.

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

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Develops and maintains advanced engineering tools, models, and software for monitoring, optimizing and trouble shooting of plant operations.

GENERAL DUTIES

Directs and supervises the Water/Wastewater Process Supervisors in the performance of their duties

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

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

Prepares, coordinates, monitors and evaluates all process and analytical data related to water treatment to ensure compliance and optimize process performance.

Develop and maintain advanced engineering tools, models, and software for monitoring, optimizing and trouble shooting of plant operations.

Consult with Ministry of the Environment and other agencies as required to ensure that the plant operations are consistent with the various regulations and approvals and to understand legal implications. Incumbent can be held personally accountable for any infractions in the water treatment system operation.

Coordinate plant inspections and liaise with staff from various regulatory authorities and agencies.

Prepare all regulatory reports and review them as required. Identify and report all operational non-conformances to regulators and senior management.

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

Supervise and delegate duties to staff. Act as a mentor and resource by providing clear mandates to all operational staff, while providing adequate training.

Mentor, coach and motivate staff, evaluate individual performance as well as engages in any disciplinary action as required.

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

Identify short and long term capital projects and contribute in their development including participation in planning, designing, implementation and startup.

Undertake research assignments and projects internally and with external partners.

Maintains discipline by counseling Process Supervisor, documenting incidents and ensuring ongoing compliance.

Monitor and coordinate activities of consultants, contractors and vendors in regard to plant operations.

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

Optimize plant processes to achieve cost efficiencies in chemicals usage and power and gas consumption.

Develop, coordinate, manage and implement plans for inspections, repair and maintenance while ensuring facility operation and compliance.

Provide shift coverage for process supervisors/water plant operator in case of emergencies and / or when the regular requirements cannot be met due to unexpected leave of absence; available to respond to emergency or abnormal conditions at the various sites after hours if required.

Implement various health and safety programs at the plant.

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.

Provide after-hour coverage as required.

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

QUALIFICATIONS

1. Proven experience and knowledge of applicable theories, practices and trends in an operations environment in 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 program in chemical, power, environmental or water related program.
2. Preference will be given to applicants with a Professional Engineer's Designation.

3. At the time of application must possess a current and valid Level IV Water Treatment license by exam from OWWCO/MOECC.
4. Proven experience, knowledge and proficiency in ability to operate a complex water treatment system.
5. Advanced experience, knowledge and competence in chemical, hydraulic and optimization computer models for water treatment.
6. Previous supervisory and/or management experience in a water or wastewater environment.
7. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the section such as Ministry of Environment Acts/Regulations including but not limited to the Ontario Water Resources Act, Safe Drinking Water Act, as well as the Ministry of Labour Acts and Regulations including Occupational Health and Safety Act and Workplace Safety and Insurance Board.
8. Proven ability to exercise sound judgment in emergency situations.
9. Demonstrated knowledge and experience in construction practices related to the water industry.
10. Demonstrated knowledge and experience in project management.
11. Demonstrated financial management skills developing, implementing and monitoring budgets.
12. Demonstrated ability to communicate both verbally and in writing with well developed interpersonal and conflict-resolution skills.
13. Good working knowledge of collective bargaining and grievance procedures.
14. Working knowledge of computer software applications such as MS Office, Word, Excel, Powerpoint, Outlook, SCADA, CMMS or the ability to obtain.
15. Work outside of regular business hours as required.
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 REQUIRED AFTER HIRE.