

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

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

### INSTRUMENTATION SUPERVISOR - CUPE 1041

#### SUMMARY OF DUTIES

Reporting to the Superintendent, Plant Maintenance. Ensures the supervision, administration and basic predictive and preventative maintenance for the Instrumentation Technicians. Supervises the day to day operations of the Instrumentation Technicians for the Water and Wastewater Treatment Facilities, Outstations of Water Treatment Plant, Wastewater Treatment Plants, Municipal Wells, Water/Wastewater Pumping Stations, Reservoirs and CSO Tanks within the City of Hamilton.

#### GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Accountable to oversee and lead the day to day operations of the Instrumentation Team.

Utilize the Computerized Maintenance Management System (CMMS) in the management and completion of work, including planning, scheduling, trending, inventory, parts and tool requisitioning, etc.

Ensure all work is completed in accordance with documented procedures, best practices, and legal requirements.

Ensures all calibration and maintenance activities are completed and documented to ensure compliance with our regulatory obligations.

Supports commissioning activities and provides input into capital delivery projects.

Responsible for ensuring the health and safety of the team by developing and training safe work procedures, developing job hazard assessments, observing and supporting staff in the field, and holding staff accountable for following safe work practices.

Prepare and deliver reports on the team's activities as required.

Participate in the development and maintenance of our Quality Management and Health and Safety programs.

Ensure the team is operating in an efficient and productive manner and that the quality of work remains high by setting appropriate standards, targets and key performance indicators for the team.

Develop staff through recognition, coaching and mentoring utilizing the City's Performance and Accountability program; and hold staff accountable for their actions and performance.

Responsible for issuing and documenting discipline when necessary .

Ensure good communication between the various stakeholders including the other Trades Supervisors, Plant Operations, Capital Delivery, SCADA and Technical Services.

Prepare, monitor and report on staffing levels, vacation schedules, attendance, training and budget.

Develop and manage service contracts necessary to support the business.

Manage the selection and training of new and existing employees.

Maintain positive labour relations by adhering to the collective agreement using good communication, judgement, respect and reasonableness.

Assist in the preparation of the annual and multi-year budgets

Act as a representative of the section on projects and during inspections.

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

**QUALIFICATIONS**

1. Proven knowledge of basic and preventative instrumentation maintenance usually acquired by obtaining a College diploma as an Instrumentation Engineering Technician, a Certificate of Qualifications 447A, or a combination of related education and relevant work experience.
2. Must hold a valid Class "G" driver's license.
3. Must be able to obtain by examination:
  - a. An Ontario Level 1 Wastewater Treatment Operation, Certificate of Competency and
  - b. An Ontario Level 1 Wastewater Collection Operation, Certificate of Competency and
  - c. An Ontario Level 1 Water Treatment Operation, Certificate of Competency and
  - d. An Ontario Level 1 Water Distribution Operation, Certificate of Competency.

**NOTE: These licenses must be obtained within a period of five (5) years of job commencement to continue your employment in this position.**

4. Demonstrated knowledge of the Occupational Health and Safety Act and its regulations for Industrial Establishments
5. Proven experience supervising and providing leadership for a technical team
6. Proven experience of leading and delivering a technical program
7. Demonstrated ability to work effectively as part of a team and independently
8. Demonstrated experience working in a water or wastewater treatment plant, or other large industrial environment
9. Computer experience including: Microsoft Word, Excel, PowerPoint, a Computerized Maintenance Management System (CMMS)

**NOTE:**

As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Criminal Reference Check or Vulnerable Sector Screening, 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**