

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(HAMILTON WATER DIVISION - COMPLIANCE & REGULATION - LOCATION – 700 WOODWARD AVENUE)

SUPERVISOR, MONITORING AND ENFORCEMENT OPERATIONS – CUPE 1041

SUMMARY OF DUTIES

Reporting to the Superintendent, Environmental Monitoring & Enforcement, this highly motivated individual will be part of a team of supervisors providing leadership to workgroups engaged in the activities associated with the enforcement of the Sewer Use By-law 14-090, approving sewer discharge permits, overseeing response to reported emergency spill events, surface water quality program, storm water sampling, in-pipe sampling and associated program support. Supervisor is also responsible for approving and overseeing the Wastewater Abatement program according to By-law 03-272 and providing backup support on the collection of drinking water samples to ensure compliance with Ontario Reg. 170 and MECP licenses. The successful applicant will:

Be accountable for the effective and efficient use of financial and staff resources and implement strategies to improve effectiveness and efficiency.

Ensures that the City's Surface Water Quality Program and objectives are implemented in conjunction with various internal and external partners and meet the goal of overseeing the quality of receiving water bodies from the City's infrastructure.

Be accountable for conducting property assessments to proactively assess risk to the City's sewer systems and receiving surface waters. Recommend applicable monitoring, sewer discharge permit type, and Pollution Prevention Programs to control industrial, commercial, and institutional pollutants.

Recommends policy and improvement strategies regarding the operation of the group and enforcement of the By-laws.

Evaluates staff performance against internal and external best practices.

GENERAL DUTIES

Administer, coordinate, and direct the ongoing activities of staff in accordance with corporate policy, and all applicable regulations and standards.

Assign work and supervise staff to maximize utilization of human resources. Monitor and evaluate individual staff performance and provide support and guidance for staff development as required. Conduct or participate in attendance management interviews, Performance Accountability Development (PAD's), coaching and feedback, investigations, grievances, and discipline as assigned.

Conduct and or participate in staff recruitment and orientation as assigned.

Ensure that employees are provided with and use the appropriate equipment, materials and/or procedures required to perform the assigned duties. Monitor and ensure that employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures and that appropriate action is recommended for those employees that do not.

Provide staff training to increase technical expertise, productivity, and skills. Assist in the maintenance of records related to training and mentoring programs. Develop and manage internal work plans and systems to evaluate performance and establish priorities and timetables in response to changing priorities, resources and staffing conditions.

Initiate and implement Sewer Use By-law enforcement or other strategies to protect the environment, the public, City interests, staff, and facilities. Proactively assess risk to the City's sewer system and receiving surface waters.

Participate in the approval and administrative coordination of all types of Sewer Use Bylaw Permits and associated programs. Review and consider sewer discharge permit applications, wastewater abatement applications, pollution prevention plans, and engineering reports as submitted by businesses and advise on effectiveness and identifies appropriate actions.

Co-ordinates sampling and monitoring of Regulatory wastewater work as per Environmental Compliance Approvals to ensure compliance with applicable regulation. Support the Liquid Hauled Waste program to ensure protection of City of Hamilton processes and compliance with applicable legislation.

Responsible for coordinating City of Hamilton staff for spills response. Responds to emergency spill situations.

Develops plans, co-ordinates sampling and monitoring, and communicates results of Storm Sewer In-Pipe and Sewer Later Cross Connection programs.

Ensures the chain of custody forms are properly filled in following the requirements of MECP licenses and City of Hamilton Environmental Laboratory (ISO 17025 accredited laboratory).

Provides backup support for co-ordinating sampling and monitoring activities of drinking water in the field including water distribution systems, communal wells, pumping stations/reservoirs, for bacteriological and chemical testing, to ensure compliance with applicable regulation, following required sampling and quality assurance protocols. Provides support to ensure adherence to the Ontario Safe Drinking Water Act regarding sampling, re-sampling and reporting drinking water exceedances. Support ensuring drinking water samples are logged in the computerized Laboratory Information Management System database, following all requirements.

Facilitate and maintain positive internal and external relations with all related City departments, the general public, business' representatives, Ministry of the Environment (MECP), Environment Canada and other such agencies. Develop and facilitate technical workshops/Public Information Centres to engage industrial sector leaders to understand City programs to allow for a greater understanding and buy-in. Ensure that the needs of the public and businesses of the City of Hamilton are met and exceeded and that elements are delivered in a timely and cost-effective manner in accordance with corporate policy, and all applicable regulations, standards, and best practices.

Research, write and/or edit reports and presentations to Council, fact sheets, and other internal and external correspondence. Represent the City at various meetings with other departments, municipalities, associations and MECP representatives.

Recommend and implement new programs to keep pace with evolving drinking water sampling, environmental monitoring, and by-law enforcement needs. Keeps up-to-date with industry trends.

Advise on operational and administrative policies and procedures to ensure effective and efficient delivery of service. Monitor sampling programs to minimize analytical costs, monitor and control revenue and expense budgets. Develop and maintain systems to evaluate performance.

Ensure assigned facilities, equipment, and vehicles are maintained in good order, and general supplies and vehicle supplies are maintained at proper level.

Prepare specifications, terms of reference, purchase order requests and other documentation for the purchase of goods and services required for the implementation and support of various activities. Ensures adherence to City of Hamilton purchasing policies.

Reviews and understands requirements of updated or new Level 1 through 4 procedures related to their scope of work.

Work 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.

May participate as part of an on-call rotation to support staff after hours.

May conduct various types of sampling from time to time.

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

QUALIFICATIONS

1. Must be able to demonstrate a level of expertise related to the duties described above, normally acquired through a University Degree or College Diploma in Environmental or related Sciences or an equivalent combination of relevant supervisory related work experience and demonstrated knowledge in environmental sampling and monitoring, Sewer Use By-law enforcement, wastewater and stormwater treatment, pollution prevention methodologies and emergency spill response.
2. Thorough knowledge and understanding of Health and Safety and Environmental Regulations applied to source control concepts, sampling, enforcement and spills management.
3. Demonstrated ability to design and deliver large, innovative programs, such as: process improvement initiatives, by-law amendments, and customer focused programs such as pollution prevention.
4. Effective interpersonal skills, related to facilitation, multi-disciplinary teamwork, conflict resolution, and the ability to interact positively with elected officials, industry representatives, other levels of governments, peers and the general public.
5. Demonstrated ability to efficiently handle daily labour relations while motivating staff and fostering a co-operative and harmonious team environment.
6. Proven ability to exercise sound judgement in emergency situations.
7. Excellent organizational, time management, negotiation, report writing, presentation skills, and both oral and written communications skills.
8. Possesses a demonstrated record of leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment, and staff development, and be results oriented.
9. Experience in a computerized environment with proficiency using Microsoft Word, Excel and PowerPoint. Preference will be given to candidates with experience using Hansen/INFOR and ArcGIS.
10. Must be a competent or qualified person for the approval of traffic control strategies in accordance with the Ontario Traffic manual (Book 7).
11. Work outside business hours as required.
12. Must have a valid Class 'G' driver's licence and the provision of a car by individual for use on the job.

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