

## CITY OF HAMILTON

### **PUBLIC WORKS DEPARTMENT** **(HAMILTON WATER – WATER DISTRIBUTION AND WASTEWATER COLLECTION)**

#### **SEWER LATERAL CROSS CONNECTION CO-ORDINATOR – CUPE 1041**

#### **SUMMARY OF DUTIES**

Reporting to the Project Manager Sewer Lateral Cross Connection Program, direct and oversee a work group engaged in the investigation of sewer lateral cross connections including the public, internal clients and external customers. Responsible for the implementation and continuous improvement of methods and data analysis techniques used to identify sewer lateral cross connections within the City of Hamilton.

#### **GENERAL DUTIES**

Responsible for the co-ordination of administrative functions within the Water Distribution and Wastewater Collection Section including day-to-day management of the sewer lateral cross connection program. Tasks include working within the Sectional MMS and Hansen work management systems, CCTV review, data analysis, field testing of suspected cross connections, and repair co-ordination.

Report regularly on the status of the Sewer Lateral Cross Connection Program with respect to tasks, vendor performance, fiscal status and overall benefits of project activities to the Project Manager, Sewer Lateral Cross Connection Program

Research best practices through internal and external agencies to ensure program effectiveness and maximize the utilization of financial and staff resources with a focus on continual improvement and new techniques.

Work concurrently with the Contract Services business unit providing services and support for the Sewer Lateral Management Program (SLMP).

Assist in the preparation and review of contract documentation for new and renewing contracts administered through the Water Distribution and Wastewater Collection section.

Prepare reports of research and/or project findings including action recommendations for senior management and/or Council.

Co-ordinate public awareness/educational programs for the section to provide increased public awareness regarding the project.

Promote teamwork and integration between internal and external parties participating in cross-functional and cross-program initiatives.

Co-ordinate, research and prepare draft reports in response to special project assignments.

Perform other duties as assigned which are directly related to the normal functions of the job.

#### **QUALIFICATIONS**

1. Graduation from a Community College as an Engineering Technologist (Civil preferred) or approved equivalent and considerable experience in the water / wastewater field.
2. Valid OIT class certificate for Wastewater Collection facilities, issued by the Ministry of the Environment under regulation 129/04 preferred.

3. Understanding of building construction and the Ontario Building Code as it relates to plumbing is an asset
4. Ability to effectively deal and communicate with management, peers, staff, suppliers, internal and external clients and the general public in both verbal and written form.
5. Must possess excellent interpersonal and organizational skills, demonstrated tact and professionalism.
6. Excellent knowledge of computer applications in a Windows environment, working knowledge of sewer modelling software as well as Windows, Word, Excel, Outlook, Hansen, Peoplesoft and MMS and database software.
7. Must possess maturity, initiative and good judgement and be cognizant and respectful of confidentiality.
8. Demonstrated ability to manage multiple and concurrent assignments independently and adapt to changing priorities.
9. Must be able to develop a thorough knowledge of corporate policies affecting the department/section and a proven commitment to customer service and public relations.

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

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