

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

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

MAINTENANCE SUPERVISOR – PLANT MAINTENANCE CUPE 1041

SUMMARY OF DUTIES

Reporting to the Superintendent of Plant Maintenance, The Maintenance Supervisor is responsible for the management, administration, and oversight of the safe, efficient, and effective delivery of the maintenance program within the Plant Maintenance & Technical Services unit., the incumbent supervises the work of skilled tradespeople, including Electricians, Millwrights, and Instrumentation Technicians, to ensure the maintenance, repair, and calibration of water and wastewater treatment facilities, outstations, municipal wells, pumping stations, reservoirs, and Combined Sewer Overflow (CSO) tanks within the City of Hamilton. This Supervisor will be the responsible lead overseeing the Enhanced City of Hamilton Outstation [ECHO] Team.

GENERAL DUTIES

Supervise and coordinate the day-to-day activities of maintenance teams, ensuring work is completed efficiently, safely, and in compliance with regulatory requirements. Will provide supervision relief for other supervisors as required.

Utilize the Enterprise Asset Management [EAM] system to manage work orders, logs, inventory, scheduling, and reporting.

Monitor and document maintenance activities, ensuring compliance with legal, safety, and quality standards.

Develop, implement, and monitor safe work procedures, job hazard assessments, and health and safety programs.

Communicate with the maintenance section to set priorities that maximize process equipment efficiency and reliability.

Prepare and verify staffing schedules, timesheets, absence reports, and other administrative documentation.

Coordinate and prepare Purchase Requisitions, for maintenance service activities and programs as necessary.

Provide supervisory coverage in the event of the absence of a Maintenance Supervisor [vacation, illness etc.]

Support Supervisors in the event of an emergency.

Support commissioning activities and provide input into capital delivery projects.

Support Supervisors or act as lead on major maintenance projects.

Participate in labour relations matters, including interviews, grievance processes, and issuing discipline as needed.

Develop staff through coaching, mentoring, and the City's Performance and Accountability program.

Prepare, monitor, and report on staffing levels, training, budgets, and operational performance.

Ensure positive labour relations by adhering to collective agreements and maintaining respectful communication.

Participate in inspections and represent the maintenance team during regulatory reviews and audits.

Actively contribute to the preparation of annual and multi-year budgets.

Perform other related duties as assigned.

QUALIFICATIONS

1. Valid Certificate of Qualification (C of Q) as an Electrician (309A or 442A), Industrial Mechanic (Millwright), or Instrumentation Technician (447A).
2. College diploma in a relevant technical field (e.g., Instrumentation, Electrical, or Mechanical Engineering Technology).
3. Extensive progressive experience in maintenance within a water/wastewater treatment or industrial environment.
4. Proven ability to lead, manage, and supervise a multi-disciplinary technical team.
5. Demonstrated knowledge and experience in maintaining medium and high-voltage electrical equipment, mechanical systems, and instrumentation.
6. Proficiency with CMMS, Microsoft Word, Excel, and PowerPoint.
7. Strong verbal and written communication skills.
8. Thorough understanding of relevant regulations, including the Occupational Health and Safety Act, Environmental Protection Act, Ontario Water Resources Act, and related legislation.
9. Demonstrated ability to plan and prioritize work in a dynamic environment.
10. Valid Class "G" Driver's License in Ontario and access to a personal vehicle for job-related use.
11. Ability to wear and maintain self-contained breathing apparatus and pass a full face mask fit test.
12. Satisfactory Police Information Check (PIC) or Vulnerable Sector Screening as a condition of employment.

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