

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

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

### MAINTENANCE SUPERVISOR – CAPITAL – CUPE 1041

#### SUMMARY OF DUTIES

Reporting to the Superintendent Plant Maintenance, The Maintenance Supervisor (Capital) is responsible for providing, on behalf of Plant Maintenance, ongoing and planned capital upgrade projects. The position collaborates with maintenance teams, project managers, and external contractors to integrate maintenance priorities into capital projects and ensure project deliverables support operational reliability and compliance. This position will also be responsible for all maintenance and repair projects related to the Electrical Power Centre (EPC)

#### GENERAL DUTIES

Act as the primary liaison between the Maintenance Department and the Capital Projects teams, ensuring alignment of project objectives with operational needs.

Provide input during the planning and design phases of capital upgrade projects to incorporate maintenance requirements and facilitate future asset reliability.

Collaborate with project managers and technical staff to review designs, specifications, and equipment selection for compatibility with maintenance capabilities.

Support commissioning and handover processes by ensuring documentation, training, and spares are provided for new or upgraded systems.

Lead efforts to ensure smooth integration of new assets into the Enterprise Asset Management [EAM], including asset hierarchy, preventive maintenance plans, and spare parts inventory.

Supervise and coordinate the day-to-day activities of maintenance teams, ensuring efficient execution of preventive, corrective, and predictive maintenance activities.

Oversee the maintenance, troubleshooting and repair of the City's High voltage (13.8 KV) electrical distribution system at the Water and Wastewater Treatment plant and outstations.

Respond to system faults, equipment failures, ensure timely restoration of power and system operation.

Act as the primary Supervisor of maintenance activities and capital projects related to the Electrical Power Centre

Coordinate required facility shut downs associated with electrical switching and maintenance to ensure smooth operation and limited service interruptions.

Act as the Designated Person (DP) to ensure compliance with the Alectra Utilities Operating Agreement including compliance with industry standards.

Develop and implement safe work procedures and job hazard assessments specific to maintenance activities on capital projects.

Communicate with internal and external stakeholders to resolve issues and provide updates on project progress and maintenance integration.

## **Job Description #: 7794**

Participate in the preparation and monitoring of budgets, staffing, and scheduling to align maintenance activities with project timelines.

Prepare and deliver reports on maintenance contributions to capital projects, including lessons learned and recommendations for continuous improvement.

Collaborate with capital project teams to represent the Maintenance Department's interests.

Ensure new assets meet maintenance and reliability standards, including accessibility for servicing.

Develop maintenance schedules and procedures for newly installed equipment.

Support training for maintenance staff on new systems introduced through capital projects.

Ensure all commissioning documentation is complete, accurate, and integrated into operational systems.

Proactively identify and mitigate risks related to maintenance operations during project implementation.

Maintain strong communication with project managers, contractors, and internal teams to align timelines and deliverables.

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

### **QUALIFICATIONS**

1. Valid Certificate of Qualification (C of Q) as an Electrician (309A or 442A),
2. College diploma in a relevant technical field (e.g., Electrical, 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 experience supporting or leading maintenance activities for capital projects.
6. Demonstrated ability in leading major maintenance activities
7. Proficiency with CMMS, Microsoft Word, Excel, and PowerPoint.
8. Strong verbal and written communication skills.
9. Thorough understanding of relevant regulations, including the Occupational Health and Safety Act, Environmental Protection Act, Ontario Water Resources Act, and related legislation.
10. Ability to interpret and review technical drawings, specifications, and maintenance plans.
11. Valid Class "G" Driver's License in Ontario and access to a personal vehicle for job-related use.
12. Ability to wear and maintain self-contained breathing apparatus and pass a full face mask fit test.

**Job Description #: 7794**

13. Satisfactory Police Information Check (PIC) or Vulnerable Sector Screening as a condition of employment.