

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

(HAMILTON WATER – WATER DISTRIBUTION & WASTEWATER COLLECTION – LOCATION – 330 WENTWORTH ST. NORTH)

### SUPERINTENDENT – WASTEWATER AND STORMWATER OPERATIONS

#### SUMMARY OF DUTIES

Reporting to the Manager of Water Distribution & Wastewater Collection, the Superintendent of Wastewater and Stormwater Operations holds accountability and responsibility for the efficient delivery of contract services, wastewater collection, and stormwater operations. The role is crucial in maintaining ongoing operations, ensuring they align with the City and Provincial guidelines, and meet the evolving needs of Hamilton's community with minimal public disruption.

The Superintendent is tasked with overseeing activities within the Water Distribution & Wastewater Collection Section, ensuring that services are delivered in accordance with established benchmarks and in alignment with the City of Hamilton Mission, Vision, and Values. A focus is placed on maximizing efficiency while minimizing disruptions to the public.

This leadership position involves meticulous preparation and reporting on the section's services, financials, administration, and staff performance. The Superintendent plays a pivotal role in implementing strategies to enhance operational efficiency and effectiveness, setting high standards and leading by example. Additionally, the role involves serving as a mentor to subordinate staff, fostering their development and empowerment.

Exhibits a proven record of leadership and guidance, technical competence, customer focus, innovation, and creativity. The Superintendent must advocate for the team, delegate responsibilities effectively, and demonstrate a strong commitment to achieving results.

#### RESPONSIBILITIES

The Superintendent will take on primary accountability and responsibility for overseeing contract services, as well as wastewater and stormwater operations. This entails the development and management of program budgets, providing recommendations for program enhancements and changes, and actively monitoring and reporting on program effectiveness. The Superintendent is also tasked with ensuring the delivery of all programs, emphasizing service equality, cost-effectiveness, and compliance with corporate policies and regulatory requirements.

Reporting directly to the Manager of Water Distribution & Wastewater Collection, the Superintendent holds accountability for the provision of services in strict accordance with City and Provincial guidelines. Their role emphasizes minimizing disruptions to clients and the public while prioritizing effectiveness and efficiency in service delivery.

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

Provide leadership, technical advice, and direction to staff within the Section, fostering teamwork and integration among internal and external stakeholders involved in cross-functional and cross-program initiatives.

Develop comprehensive programs and procedures for contract services, wastewater and stormwater operations, demonstrating a results-oriented and persistent approach to achieving objectives.

Offer technical expertise and conduct site evaluations as needed to support the Manager in their responsibilities.

Prepare tender documents, request-for-proposal documents, and request-for-quote documents for contracted works and consultant assignments. Administer contracts and consultant assignments, overseeing tasks such as

## **Job Description #: A14440**

scheduling work, coordinating with internal and external parties, assessing work performance, and processing payment certificates.

Monitor operations to ensure compliance with legislative requirements, including the Occupational Health and Safety Act, Highway Traffic Act, Ontario Water Resources Act, Environmental Protection Act, Drainage Act, and associate Regulations, while aligning with the City of Hamilton Mission, Vision, and Values.

Participate in discussions and presentations on relevant issues with elected officials, agencies, and the public. Attend various Committee/Council and public meetings as required, providing background information on policies, programs, bylaws, work methods, and procedures as appropriate.

Prepare or review technical reports arising from the core program for presentation to various City committees.

Represent the department on various corporate committees/teams as required.

Develop the annual draft budget for the core program, monitor and control expenditures, project future expenditures, and recommend changes as needed.

Interpret, apply, and enforce provisions of various bylaws related to the core program, recommending changes where appropriate.

Read and interpret blueprints, corporate Geographic Information System (GIS) records, design standards and specifications, and "as-built" records.

Input, retrieve, and analyze data from corporate database systems, computer maintenance management systems and quality management systems.

Exercise daily complex decision-making using sound judgment, ingenuity, independent thinking, and team-building skills to maximize operational effectiveness.

Provide after-hours and emergency coverage as required.

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

## **QUALIFICATIONS**

1. Demonstrated extensive knowledge of the duties listed above, typically acquired through a Community College Diploma as an Engineering Technologist (Civil preferred) or an approved equivalent. Alternatively, a combination of education and progressive work-related experience in a relevant field.
2. Ability to read and interpret blueprints, standards, specifications, and plan and profile "as-built" drawings.
3. At the time of application, must hold an Operator in Training (OIT) certification in Wastewater Collection as a minimum.
4. Preference will be given to candidates with higher levels of certification obtained through examination.
5. Must have demonstrated knowledge of City of Hamilton Bylaws, City of Hamilton and Provincial Health and Safety policies, Ontario Water Resources Act, Environmental Protection Act, Drainage Act, and associated regulations.
6. Demonstrated experience working with a variety of Acts and Regulations.
7. Progressive supervisory experience in the wastewater/stormwater industry.
8. Strong leadership skills with the ability to motivate and guide a diverse team.

**Job Description #: A14440**

9. Experience fostering a positive and inclusive work environment.
10. Proven ability to set clear goals, monitor performance, and provide constructive feedback.
11. Demonstrated ability to effectively manage a multi-disciplinary staff in a results-oriented environment, particularly in a predominantly unionized setting.
12. Solid financial acumen with experience managing budgets effectively.
13. Ability to allocate resources efficiently and identify cost-saving opportunities.
14. Excellent leadership, facilitation, communication, presentation, and interpersonal skills.
15. Strong organizational skills to manage tasks effectively.
16. Excellent verbal and written communication skills for internal and external stakeholders.
17. Experience developing and implementing communication strategies to enhance transparency and information flow.
18. Ability to convey technical information in a clear and understandable manner.
19. Computer literacy and proficiency in Microsoft products (Word, Excel, Outlook, and PowerPoint).
20. Experience with geospatial applications such as Esri.
21. Proficiency in utilizing computer maintenance management systems.
22. Proven ability to collaborate with cross-functional teams and external partners.
23. Experience working collaboratively with city departments, government agencies, and community stakeholders.
24. Working knowledge of the collective bargaining process.
25. Must possess a valid Class "G" Driver's licence.

*NOTE:* As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Criminal Record & Judicial Matters Check, at their own expense, prior to beginning work in this position.

**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.**

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