

CITY OF HAMILTON

LAST REVISION – MARCH 2018**PUBLIC WORKS DEPARTMENT****(HAMILTON WATER – WATER DISTRIBUTION & WASTEWATER COLLECTION – LOCATION – 330 WENTWORTH ST. NORTH)****SUPERINTENDENT - WATER DISTRIBUTION (OVERALL RESPONSIBLE OPERATOR)****SUMMARY OF DUTIES**

Reporting to the Manager of Water Distribution & Wastewater Collection, the Superintendent will assume the Overall Responsible Operator responsibilities for the City of Hamilton's potable water distribution system and maintain accountability and responsibility for the delivery of services associated with preventive maintenance, construction and for the delivery of services associated with water distribution system customer service and water quality programs, Responsible for delivery of ongoing operations and monitoring of same to ensure it meets the growing needs of the residents and businesses of the City of Hamilton.

Accountable for ensuring that the activities undertaken and the services provided by the Water Distribution & Wastewater Collection Section are in accordance with City and Provincial guidelines with minimal disruption to the public and in the most effective and efficient manner consistent with the City of Hamilton Mission, Vision and Values.

Prepares and reports on the Section's services, financial, administrative and staff performance against established benchmarks. Implements strategies to improve operational efficiency and effectiveness. Sets above average standards and leads by example. Functions as a mentor to subordinate staff.

Possesses a demonstrated record of leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, staff development, and is committed to results.

Possesses a high level of personal integrity and is an excellent communicator.

RESPONSIBILITIES

Under the Water Distribution & Wastewater Collection Section, work is categorized within the core programs of Preventive Maintenance, Construction and Water Operations,. The Superintendent will assume lead accountability and responsibility for a core program by developing plans and policies for the program. Monitors the core program to ensure service quality, cost effective and timely service delivery and legislative compliance. Monitors the progress of core program initiatives.

The Superintendent is accountable to the Manager of Water Distribution & Wastewater Collection for ensuring that services are provided in accordance with City and Provincial guidelines, with minimal disruption to clients and the public, and in the most effective and efficient manner.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO):

Provide leadership, technical advice and direction to staff within the Section. Promote teamwork and integration between internal and external parties participating in cross functional and cross program initiatives.

Develop programs and procedures for the water distribution systems. Results oriented and persistent in ensuring objectives are accomplished.

Provide technical knowledge and site evaluation necessary to assist the Manager as required.

Prepare tender documents, request-for-proposal documents, and request-for-quote documents for contracted works and consultant assignments.

Administer contracts and consultant assignments including (but not limited to) scheduling work, coordinating with other internal and external parties, assessing work performed and processing payment certificates.

Monitor operations to ensure compliance with legislative requirements, such as the Occupational Health and Safety Act, Highway Traffic Act and Safe Drinking Water Act, and consistency with the City of Hamilton Mission, Vision and Values.

Participate as required in discussions and presentations on relevant issues to Council, agencies, and the public. Attend various Committee/Council and public meetings as required. Provide background information on policies, programs, Waterworks Bylaws, work methods and procedures where appropriate.

Prepare or review, as required, technical reports arising out of the core program for presentation to various committees of the City.

Participate as a department representative on various corporate committees/teams as required.

Prepare the annual draft current budget for the core program and monitor and control expenditures. Project expenditures and recommend changes where appropriate.

Interpret, apply and enforce the provisions of various bylaws related to the functions of the core program and recommend 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 including HANSEN computer maintenance management system and INTELEX quality management system.

Requires daily complex decision making using sound judgement, ingenuity, independent thinking and team building skills to maximize effectiveness of operations.

Provide after-hours coverage as required.

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

QUALIFICATIONS

1. Demonstrated extensive knowledge of the duties listed above normally acquired through a Community College Diploma as an Engineering Technologist (Civil preferred) or approved equivalent and/or a combination of education and progressive work-related experience.
2. Must have demonstrated knowledge of City of Hamilton Bylaws; City of Hamilton and Provincial Health and Safety policies, Acts and regulations; Ministry of Transport regulations; Maintenance Management Standards; Provincial Fire Codes; Building Codes and Plumbing Codes; and the Safe Drinking Water Act and its regulations as they relate to the operation of water distribution systems.
3. Computer literacy and proficiency utilizing Microsoft products (Word, Excel, Outlook, and PowerPoint), and spatial applications such as GIMS/SPIDER.
4. Proficiency utilizing computer maintenance management systems, HANSEN preferred.

5. Ability to read and interpret blueprints, standards and specifications, and plan and profile "as-built" drawings.
6. Must possess progressive satisfactory supervisory experience in the water and wastewater industry. Demonstrated ability to effectively manage a multi-disciplinary staff in a results oriented environment and in a predominantly unionized setting.
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8. At time of application, must have a MOECC Class IV Operator Certificate (by exam) in Water Distribution.
9. Must possess excellent leadership, facilitation, communication, presentation, interpersonal and organizational skills.

10. Knowledge of collective bargaining process.

11. 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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