

# JOB DESCRIPTION



## UTILITIES SUPERINTENDENT

<b>Position Title:</b>	Utilities Superintendent
<b>Department:</b>	Operational Services
<b>Supervisor:</b>	Director of Operational Services

### POSITION FUNCTION

Coordinate and optimize the operation and maintenance of a water distribution and a wastewater (including drainage) collection system, including treatment to meet strategic objectives and defined service levels; plan and monitor operating budgets; and participate in the development of capital project plans. Takes on the role of Chief Operator for the water distribution and wastewater (including drainage) collection systems.

### KEY DUTIES

- Plan, organize and supervise operational activities of the community's water and wastewater (including drainage) systems.
- Prepares work plans for the maintenance of the water distribution and wastewater collection (including drainage) systems.
- Prepare and monitor operational and related capital budgets to ensure budgeted programs are effectively implemented and achieved.
- Prepare contract specifications ensuring procurement is carried out in accordance with Town policies and procedures.
- Coordinate projects and programs.
- Develop, recommend and implement procedures and practices.
- Resolve complaints from the public and others.
- Hire, promote and discipline employees within a unionized environment.
- Review and manage employee performance.
- Maintains records and prepares reports.
- Ensure compliance with WorkSafeBC regulations and Town OH&S policies and procedures.
- Ensure compliance with regulatory requirements related to water and wastewater systems.
- Provides oral and written reports to the Director on Utility activities, administrative, regulatory, legal, human resources and other matters as required or requested.

Perform all related duties as assigned or directed.

### INDEPENDENCE

Work with other supervisors to ensure necessary staff are available to complete the tasks assigned.

Manage day to day activities of direct reports ensuring work is efficient and effective and within operational and/or capital budgets.

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### WORKING CONDITIONS

#### Physical Effort

- Lift and move heavy materials and equipment. (occasional)
- Work in confined spaces. (occasional)

#### Work Environment

- Work outside in all weather conditions. (occasional)
- Exposure to equipment noise. (occasional)
- Work in close proximity to moving traffic. (occasional)
- Exposure to raw sewage. (occasional)
- Respond to standbys/callouts as required. (occasional)
- Office, desk work, computer work. (frequent)

### KNOWLEDGE AND ABILITIES

- Principles and practices of supervision, including employee selection and training.
- Principles and techniques of supervision, training, and evaluation.
- Materials, methods, tools, and equipment used in maintenance and repair work of water distribution and wastewater (including drainage) collection systems.
- Applicable federal, provincial, and local regulations governing water operations and environmental compliance.
- Safety precautions and occupational hazards in the use of equipment; safe work methods and practices.
- Public contracting and contract management.
- Mathematical and related techniques used to estimate material needs and their costs.
- Operate a computer and applicable software, including word processing and spreadsheet software.
- Provide technical and professional leadership and direction.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain, and foster positive, harmonious and effective working relationships.

### QUALIFICATIONS

#### Formal Education, Training, and Occupation Certification

- EOCP Water Distribution Level II or III
- EOCP Wastewater Collection Operator Level II
- EOCP Water Treatment Level II
- EOCP Wastewater Treatment Level I
- Class 5 driver's license with air brakes
- Under-graduate degree in Civil/Environmental Engineering or diploma in Civil or related Engineering Technology is desired
- Level 1 First Aid

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### Experience

- 5-10 years of related experience with the operation and maintenance of water distribution systems and wastewater collection system.
- 2-3 years of experience in a supervisory position related to water and wastewater.

### OTHER

- May be requested to substitute in a more senior position.
- May be requested to obtain additional certifications and/or training related to current job classification.