



## **Position Description**

Title:	Water/Wastewater System Manager
Reports to:	CAO
Status:	Full-time
Classification:	Water Utility / Wastewater
Location:	493 Main St. / 70 Zwicker Lane and offsite (Mahone Bay)
Hours:	Monday – Friday, 8:00 am – 4:30 pm plus some evenings and weekends; on-call responsibilities with overtime required

## **Scope:**

The Water/Wastewater System Manager is accountable to the Chief Administration Officer (CAO) and is responsible for the overall supervision, operation, coordination and efficient and effective management of Water/Wastewater systems, employees and equipment. The System Manager is the Overall Direct Responsible Charge (ODRC) for the utility under relevant legislation and regulations, and ensures compliance with Federal, Provincial and Municipal legislation and health and safety standards.

The position is responsible for construction, maintenance and repair of utility assets including treatment facilities, distribution/collection systems, hydrants, fleet, etc. and will assist the Chief Administrative Officer with developing and implementing asset management programs and 10-year capital budgeting.

The position provides leadership and direction in the development of short and long range plans dealing with service issues and implementation strategies. The position will work closely with all Town Departments to help ensure strategic initiatives are implemented successfully.

## **Qualifications**

### Experience

- Minimum of three years' experience in utility operations, or a suitable combination of education and experience is required; supervisory experience is preferred
- Degree and/or diploma in related field is preferred
- Certified Engineering Technologist designation or eligibility to obtain preferred
- Must possess or be willing to obtain Provincial Operator Certificates for both Water and Wastewater Systems as appropriate to the Town's facilities / systems

- Experience in coordinating and managing employee schedules, contractors and all personnel associated with water / wastewater
- Experience in mechanical, pipe fitting or electronics would be considered an asset
- Experience in financial management preferred
- Experience in laboratory analysis techniques preferred
- Experience in program development and implementation would be considered an asset
- Knowledge of utility operations would be considered an asset
- Knowledge of design, construction and operation of water and wastewater treatment systems would be considered an asset
- Basic chemistry and biological applications of water/waste water treatment would be considered an asset
- Knowledge of water and wastewater utility legislation and regulation
- Understanding of water / wastewater issues in the context of local government
- Valid Nova Scotian driver's license (and good driving and safety record)
- Have or be prepared to achieve training and/or certification for:
  - Standard First Aid
  - Workplace Hazardous Materials Information System
  - Temporary Workplace Signing
  - Traffic Control Person
  - Confined Space Entry
  - Occupational Health and Safety Acts and Regulations
- Possess working knowledge of a SCADA system
- Experience with fieldwork/GIS software preferred

### Skills

- Computer skills suitable for the preparation of reports, spreadsheets and correspondence associated with the position
- Strong problem solving and decision-making skills
- Strong prioritizing, time management and organizational skills to manage multiple projects
- Quality-consciousness and exceptional attention to detail
- Financial management and budgeting skills
- Strong written and oral communication skills
- Demonstrated ability to commit to a team-oriented task or project and be able to work independently
- Must be able to:
  - work outdoors in all weather conditions for extended periods;
  - lift 50 pounds (chemical bags, manhole covers);
  - shovel snow;
  - assist another operator move pump parts 75 to 100 pounds;
  - work in confined areas;
  - work on knees for extended periods;
  - stand for extended periods;

- move 45 gallons drums on a dolly;
- push/pull a pallet jack to move chemicals;
- work on a ladder; and
- other physical tasks as required.

## **Summary of Principle Duties and Functions**

### Specific Duties

- Coordinates daily activities of staff to ensure that water/wastewater infrastructure and services function properly
- Coordinates with other staff to:
  - provide connection and disconnection services;
  - repair water/wastewater equipment and facilities damaged by storms or other causes;
  - manage the construction / installation of new services;
  - manage vehicle safety/compliance;
  - install, set or remove meters associated with routine customer changes;
  - support meter reading, billing and collection services
- Addresses all work orders and concerns and maintains appropriate records
- Assists the CAO and Manager of Finance in the preparation of annual capital and operating budgets for the utility
- Coordinates implementation of capital budgets with other Departments / utilities; responsible for budget supervision and cost control
- Responsible to ensure that maintenance programs and repairs to utility equipment vehicles and infrastructure are being conducted and that proper records are kept
- Performs required chemical, physical, microscopic and biological analysis on a daily basis at the Water Treatment and Sewage Treatment plants and such other locations as determined from time to time
- Carries out Water Treatment and Wastewater Treatment process changes/adjustments based upon interpretation of lab data and an assessment of physical observation (trouble shooting)
- Maintains and repairs Water System and Wastewater System equipment and perform preventative maintenance. Includes but limited to micro-filtration skids, pumps, sewage lift stations & pumps, lagoon aerator equipment, water distribution pipes, sewage collection pipes, etc.
- Maintains, operates and calibrates Water Treatment and Wastewater Treatment Plants control and instrumentation, including programmable logic control (PLC) and data acquisition (SCADA) systems, as required
- Operates and maintains all treatment equipment including various chemical feed systems; coordinate chemical supply and delivery
- Maintains and complies with standard practices, policy and procedural manuals for the Water System and Wastewater System and associated plant operation and maintenance
- Serves as project manager for utility projects
- Assists other Town departments, as may be required

- Creates and maintain maps, data, records and documents related to the water utility / wastewater systems
- Maintains current knowledge of trends and practices in the utility industry through peer association, attendance at seminars, study, review of literature, and proposed regulations
- Manages compliance with relevant legislation and utility regulations
- Ensures all Fire Protection Systems are maintained in accordance with applicable standards
- Provides effective review of contract documents prior to award
- Attends council, commission, committee, senior management meetings and any other meetings as requested by CAO
- Any other duties as assigned by the CAO

### Accountabilities

- For serving as Overall Direct Responsible Charge (ODRC) for the utility under relevant legislation and regulations
- To manage the Department in accordance with all by-laws, policies, procedures and practices
- For the daily activities of utility staff to manage their productive and efficient use of their time and equipment
- To maintain a positive image for the Town with the public at all times in the workplace
- For liaison with town staff as well as Federal and Provincial Departments, consultants, contractors and the general public
- To ensure utility employees are familiar with and adhere to Occupational Health & Safety policies, procedures, rules, and regulations
- For leadership and direction in development of short and long term plans dealing with service issues and implementation strategies
- To ensure appropriate preventative maintenance programs and repairs are conducted on water / wastewater equipment and infrastructure (and to maintain appropriate records of such)
- For coordination, control and implementation of water / wastewater capital projects including collection of field data, planning, estimating, design ideas, tendering documents, inspection and reporting
- To ensure that all work orders and concerns are addressed promptly and maintain appropriate records of such
- For familiarity with contracts and agreements between the Town and municipal units and other contractors related to the department
- To maintain essential supplies and materials for utility use and that internal control measures are in place
- For ensuring that all plans, drawings, specifications and other documents within the scope of the utility are maintained and kept current
- To submit monthly and annual reports to CAO and Council

**Applicants are invited to submit a cover letter and resume to Dylan Heide, CAO, [dylan.heide@townofmahonebay.ca](mailto:dylan.heide@townofmahonebay.ca) or by mail PO Box 530, Mahone Bay, NS B0J 2E0**