



## MUNICIPALITY OF PORT HOPE JOB DESCRIPTION

**Position:** Wastewater Operations Manager

**Department:** Works and Engineering

### **Purpose of the Position:**

The Wastewater Operations Manager is responsible for the safe, efficient and cost-effective management of the Wastewater treatment and collection subsystems and shall act as the Overall Responsible Operator (ORO) in accordance with the Ministry of Environment guidelines. Responsibilities include oversight, coordination, business planning and execution of wastewater treatment and collection services; regulatory compliance, reporting, inspections and management of operations and human resources associated with the wastewater treatment and collection subsystems for the Municipality of Port Hope.

**Responsible to:** Director of Works and Engineering

**Supervises:** Wastewater Foreman (Direct)  
Wastewater Operators (Indirect)  
Contracted Services (Direct/Indirect)  
Labourer (Indirect)

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### **1.0 RESPONSIBILITIES:**

*(The following sets out the principal functions of the position and shall not be considered as a detailed description of all work requirements).*

- 1.1 Act as the Overall Responsible Operator (ORO) for the Municipality of Port Hope for the wastewater treatment and collection subsystems and provide direction and guidance for the administration, operation and maintenance of the systems and associated facilities and as such shall respond to and address all operational and community emergencies that affect the Operational Authority; shall be accountable for all non-compliance issues, corrective actions and resolutions.
- 1.2 Administer and manage the operations and staff of the wastewater treatment and collection subsystems in accordance with Policy and Procedures, Collective Agreement, Certificates of Approvals, Licensing, Permits, Provincial Orders, Acts and Regulations,

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Standards and best practices, to manage the infrastructure which transports wastewater and safely process/treat wastewater for the Municipality; liaise with and provide reports as required to all Federal, Provincial, Municipal and local authorities.

- 1.3 Manage the maintenance and operations of wastewater treatment and collection system facilities including: the Wastewater Treatment plant, AON Pumping Station, Hope St. Pumping Station and the Mill St. Pumping Station, Ottery Pumping Station, On-site Pumping Station.
- 1.4 Oversee the daily operations of the wastewater treatment and collection division by providing guidance, planning, organizing and managing work programs for the staff, agencies, contracted services and service providers to ensure effective communications, deployment of resources, attainment of service delivery objectives, cost effectiveness, efficiencies, goals/objectives of the Works and Engineering department, directives of Council, Chief Administrative Officer (CAO) or Director of Works and Engineering and review performance/quality against work plans/budget; provide guidance and address inconsistencies.
- 1.5 Manage employees in a harmonious environment, providing direct supervision of staff including hiring, performance management (up to and including recommendation of dismissal), identifying and implementing employee's training and development (as may be required by the Ministry regulations), recommending promotion and identifying succession planning strategies. Lead the fair and consistent application of Human Resources Policies and Collective Agreement terms and conditions and communicate with the Director of Works and Engineering and Human Resources regarding grievances, performance management and related employee matters.
- 1.6 Ensure the health and safety of the workers and work environment through training and implementation of procedures e.g. personal protective equipment, confined space, trench safety etc.
- 1.7 Professionally and courteously address public inquiries/concerns and ensure follow up on their complaint or query; liaise with Council on divisional matters and provide information on results of investigations and/or make recommendations on services.
- 1.8 Attend and host public information centres and public works committee/council meetings as required; present reports and information as required; liaise with other Municipalities for development and implementation of best practices; liaise with external agencies, private sector partners, customers and government organizations.

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- 1.9 Liaise with Engineering Services on capital projects to provide guidance and direction on the repair, maintenance and installation of the wastewater treatment and collection subsystems.
- 1.10 Prepare, revise and submit capital and operating budgets and shall develop strategies in consultation with the Director for short and long-term wastewater system needs; oversee all divisional expenditures to ensure budget compliance and mitigate extraneous expenses within defined levels of service; maintain and update the ten year capital forecast including compliance with all Statutes and Regulations.
- 1.11 Responsible for Municipal Asset Management Planning, including data validation, condition assessments, levels of service, service risks, lifecycles, operations, maintenance, and replacement cost, as well as reviewing and making recommendations regarding the Municipality's Asset Management Plan. This position is a member of the Asset Management Team which coordinates the ongoing development of Municipal Asset Management Planning.
- 1.12 Perform administrative tasks related to data management, operations manuals, drawings, tender and RFP documentation, report generation, approval of payments, infrastructure inspection review, stock and inventory management, maintenance records, personnel records etc.
- 1.13 Maintain necessary certification and education in accordance with current Regulations.
- 1.14 Adhere to high standards of ethical behaviour and demonstrate his/her understanding that his/her personal actions impact the public's perception of the Municipality.
- 1.15 Perform other related duties as assigned by the Director of Works and Engineering Services or designate.

## **2.0 KNOWLEDGE,SKILLS AND ABILITIES:**

### **Knowledge**

- 2.1 High school Diploma plus post-secondary education as a Certified Engineering or Environmental Technician/ Technologist (C.E.T.) required.
- 2.2 Valid Wastewater Treatment System Certificate of competence Class III is required and valid Wastewater Collection System Certificate of competence Class II is required.
- 2.3 Water Treatment and Water Distribution System License Class I or above would be an asset.

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- 2.5 Five (5) years' experience in Wastewater treatment and collections environment with understanding of principles and practices of Wastewater operations, maintenance of equipment, tests and chemicals used for wastewater quality process control and operation.
- 2.4 Progressive supervisory experience required, preferably in Union environment; Municipal experience would be an asset.
- 2.5 Health and Safety training, including WHMIS, First Aid and CPR is required.

#### **Skills and Abilities**

- 2.6 Intermediate computer skills including expertise on Email, Word, Excel, Internet and Ethernet are required.
- 2.7 Demonstrated operational abilities in Supervisory Control and Data Acquisition System (SCADA) is required.
- 2.8 Verbal communication skills including courtesy, tact, discretion, explanation, persuasion and judgment.
- 2.9 Written communication skills including grammar/spelling, editing and writing of reports/correspondence.
- 2.9 Planning, organizational and time management skills.
- 2.10 Analytical and problem solving skills.
- 2.11 Interpersonal and team building skills.
- 2.12 Customer service orientation.
- 2.13 Ability to demonstrate complex mathematical calculations.

#### **3.0 OTHER**

- 3.1 Valid and satisfactory 'G' Driver's License.
- 3.2 Valid and satisfactory Criminal Record and Judicial Matter Check.

#### **4.0 WORKING CONDITIONS:**

- 4.1 Office environment with travel throughout the Municipality.
  - 4.2 As ORO, on call 24 hours per day, seven days per week unless ORO is assigned to alternate.
  - 4.3 Exposure to inclement weather, noise and dirt.
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#### **TERMS OF EMPLOYMENT:**

**Hours:** Full-time, Permanent, Non-Union; thirty-five (35) hours per week

**Compensation:** \$89,982 - \$105,266 per annum

**Benefits:** Eligible for enrolment in the group Health, Dental and Life Insurance benefit plan after three months.

Eligible for enrolment in the OMERS Pension Plan upon hire.

**Application process:** Job Posting closing date: **Sunday December 6, 2020**

**We are currently undergoing a transition to a new Municipal Website. Resumes will be accepted for this position via the Municipal Website ([www.porthope.ca](http://www.porthope.ca)) starting Tuesday November 17<sup>th</sup>.**

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*The Municipality of Port Hope thanks all applicants for their interest in the position; however, only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. The Municipality of Port Hope is an equal opportunity Employer. Work accommodations are available, upon request, in the recruitment process for applicants with disabilities*

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