



<b>Position Title: Manager, Water Wastewater Treatment Operations</b>	
<b>Reports To: Director Water Wastewater Operations</b>	
<b>Department: Water Wastewater</b>	

**Position Summary:**

The Manager, Water Wastewater Treatment Operations oversees the operation of the water wastewater treatment plants, pumping and storage facilities. The incumbent will liaise with external agencies and internal stakeholders to provide critical input regarding Utilities Kingston engineering projects as they relate to water wastewater operations. S/he ensures that work is completed within the framework of approved policies, applicable standards and regulations.

**Major Responsibilities:**

1. Coach and develop supervisory staff to ensure day to day operations are completed efficiently and safely.
2. Direct staff in departmental planning of operational and capital improvements for treatment facilities.
3. Implement and monitor compliance with corporate health and safety policies.
4. Provide technical assistance to staff regarding maintenance and operation of treatment facilities.
5. Participate in the recruitment and retention of staff, collaborate to establish standards of performance and evaluate annual performance and individual development requirements.
6. Ensure completion of all required regulatory reporting and documentation.
7. Ensure prompt and appropriate response to adverse water quality results.
8. Assist in the preparation of operating and capital budgets and ensure spending is aligned with budgets.
9. Participate in facility and process review and improvements.
10. Assist with planning development and coordination of capital projects.
11. Ensure proper staffing levels are maintained and employees have the necessary tools, training and equipment needed to perform the work.
12. Ensure Standard Operations Procedures are current and reflect best practices.
13. Support the development of staff by coordinating required training and providing ongoing performance feedback.
14. Foster engagement and a positive work environment and ensure transparency and consistency in dealing with staff.
15. Ensure effective communication with the public, internal stakeholders and regulating bodies regarding drinking water and wastewater related matters.

**Skills and Abilities:**

- Advanced communication skills both written and verbal



- Intermediate MS Office skills
- Advanced ability to plan, organize, prioritize and delegate work
- Advanced ability to analyze information, identify issues and develop solutions

**Knowledge:**

- Advanced knowledge of water and wastewater treatment processes and associated facilities
- Advanced knowledge of water and wastewater regulations, permits, licences and approvals
- Advanced knowledge of Occupational Health and Safety requirements as it relates to individuals, the organization and operational requirements

**Experience:**

- Post secondary degree or diploma in Civil/Environmental Engineering
- Professional Engineer or Certified Engineering Technologist (CET)
- 6-8 years' in the Water Wastewater industry
- 3-5 years' in a Supervisory role
- Class G drivers' licence

**Positions Supervised:**

Supervisor(s), Water Wastewater Treatment Operations

**Note:** This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. The incumbent may be asked to perform other duties which may be assigned from time to time.