

Job Title:	Manager Water Operations	Employee Group:	Non-Union
Job Opening Id:	39568	# Required:	2
Business Unit:	Public Works	Division:	Water \$ Wastewater
Location:	Water Operations Various	Standard Hours:	35.00 / week
Full/Part Time:	Full-Time	Regular/Temporary:	Regular
Salary Grade:	8	Salary Range:	\$103,410.00 - \$121,660.00
Post Date:	2024-07-22	Close Date:	2024-08-04

JOB DESCRIPTION

Job Summary

Reporting to the Associate Director, Water Operations & Staff Development, the Manager Water Operations is responsible for managing the daily operations of the area's water treatment plants and remote facilities ensuring their efficient operation and compliance with all regulatory agencies as the Overall Responsible Operator (ORO).

Education

- Post-secondary 3-year diploma in Civil Engineering Technology Program or equivalent.
- Education relevant to the MOE Operator License program.

Knowledge

- 10 years experience in the operation and/or maintenance of water treatment plants and systems with 5 years in a supervisory capacity.
- Design and/or construction experience is preferred.
- Must possess and maintain MOE Water Treatment & Distribution Level 4 licenses.
- Working knowledge of provisions of the Occupational Health & Safety Act, MOE guidelines and regulations.

Responsibilities

Manages the assigned area, ensuring compliance with the Regulations, MOE Certificate of Approval, all applicable legislation and corporate policies and procedures.

- Ensures effective operating processes, policies and practices are in place, monitoring regulatory/legislative compliance and service quality, and identifying and addressing issues.
- Researches and advises in response to enquiries concerning operation, maintenance and staffing of facilities in the area.
- Conducts evaluation studies and prepares technical reports with recommendations.
- Inspects and monitors facilities in the area on a regular basis.
- Provides technical guidance and direction to operators in both routine and emergency situations.
- Responds to emergencies, complaints and requests for service, taking necessary actions and reporting back to Associate Director, Ministry of Labour and/or Ministry of Health and/or Ministry of the Environment as required.
- Assists in preparation of operating manuals for all water treatment facilities in the area, keeping current with information specified in manufacturers' manuals regarding operation and maintenance of the equipment.
- Ensures the proper scheduling and availability of the area staff for scheduled and emergency situations.
- Acts as Overall Responsible Operator for all Water Systems while on a stand-by rotation.
- Responds to and deals with emergency situations and reports to Associate Director as required.

Develops, manages, and administers annual and multi-year Capital and Operating budgets for the operating unit ensuring support of Council's objectives, financial transparency and accountability, monitoring budget adherence, identifying and explaining variances, and financial reporting is effectively managed in compliance with corporate financial policies.

- Ensure goods and services are acquired in accordance with the procurement policy.
- Authorize, and administer the acquisition of goods and services for the operating unit and direct reports in accordance with the procurement policy and procedures.

Manages people resource planning for the division or operating unit, determining ideal organizational structures, identifying desirable role and skill mix requirements and ensuring ongoing work quality and deliverability of results.

- Enables results with the organization's human capital strategy to foster employee engagement.
- Directs and provides leadership for the activities and coaching of direct reports, providing work direction, setting priorities, assigning tasks/projects, determining methods and procedures to be used, resolving problems, ensuring results are achieved, and managing staff recruitment, performance, and skill development activities

- Ensures alignment and coordination of activity and quality of output between teams under their direction
- Ensures focus is service excellence, communication/transparency, innovation, and data integrity and work flow integration.
- Ensures staff has the information and resources to make successful plans and decisions.
- Ensures all people related issues, including recruitment, grievances and labour relations issues, are aligned to HR and Corporate standards and practices.
- Helps to break down barriers to employee success, ensuring collaboration and cooperation with other teams within their division and department
- Ensures Occupational Health & Safety policies, programs and practices are implemented, and maintained. This includes workplace inspections, monitoring, accident reporting and investigations, and ensuring any observed hazards or lapses in the functioning of OH&S processes, and other OH&S concerns are responded to promptly.
- Ensures all individuals under supervision have been informed of hazards and instructed on the necessary risk control and emergency response measures.

Identifies opportunities for improving operations and services delivered, ensuring alignment with division priorities, and developing and presenting recommendations.

- Participates in the development of new policies and procedures (SOPs) or changes to existing policies or procedures relating to maintenance, operating and safety functions of water treatment and facilities.
- Provides input into the design of new and upgraded sewage treatment processes and facilities from an operations perspective and directs the startup and takeover of new and upgraded treatment facilities and remote locations.
- Ensures the commissioning of new and upgraded equipment and facilities, including staff training and evaluation.
- Attends preconstruction contract review meetings and maintains continuous liaison with consultants, project supervisors and contractors during construction of new, revised or expanded water treatment facilities.
- May act as a project manager for operations specific capital projects.

Maintains relationships with other local area municipalities, other government agencies, residents, manufacturers and suppliers of operating and maintenance materials and services.

- Keeps current with pertinent provincial and federal legislation and regulations affecting operations in the area.
- Liaises with residents and stakeholders in the area in the delivery of water services, participating in public meetings.

Special Requirements

- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a suitable Canadian Police Clearance Certificate.
- Must possess and maintain a valid and restriction free driver's license of appropriate class to carry out the duties of the job.
- Must maintain ability to travel in a timely manner to other offices, work locations or sites as authorized by the Corporation for business reasons.
- Position participates in a weekly stand-by rotation and is subject to after hour emergency call-ins.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values of service, honesty, choice, partnership and respect.

VALUE PROPOSITION

Join our team at the forefront of environmental stewardship and community well-being! As part of the Niagara Region Water/Wastewater division, you'll play a pivotal role in safeguarding public health and preserving our natural resources.

At Niagara Region, we're committed to providing safe, reliable, and sustainable water and wastewater services to our community. By joining us, you'll have the opportunity to contribute to critical infrastructure projects that ensure clean water for drinking, sanitation, and environmental conservation.

Here's what you can expect when you join our team:

1. **Impactful Work:** Make a difference every day by working on projects that directly impact the health and quality of life of our community members. From ensuring clean drinking water to managing wastewater treatment processes, your work will have a tangible and meaningful impact.
2. **Professional Development:** We prioritize the growth and development of our team members. You'll have access to ongoing training, certifications, and mentorship opportunities, to enhance your skills and advance your career in the water/wastewater industry. This includes pay for certifications, licenses, training and educational opportunities.
3. **Collaborative Environment:** We are a team of passionate professionals, dedicated to excellence in everything we do. You will collaborate with experts in engineering, operations and maintenance, technical trades, environmental science, and public health, to tackle complex challenges and find innovative solutions.
4. **Stability and Benefits:** Enjoy the stability of working for a reputable municipal organization with competitive salaries and wages, and opportunities for long-term career growth and advancement. Niagara Region employees enjoy comprehensive benefits packages, employer contribution matching to Ontario Municipal Employees Retirement System (OMERS), a defined benefit pension plan. Employees also have access to corporate discount and membership programs, such as home and auto insurance and fitness memberships.

5. **Commitment to Sustainability:** Be part of an organization that prioritizes sustainability and environmental stewardship. From implementing innovative treatment processes to promoting water conservation initiatives, we're committed to building a greener and more sustainable future for generations to come.

Join us in our mission to ensure a healthy and sustainable future for our community. Together, we can make a lasting impact on the quality of life for all.

ABOUT US

As an employer of choice, Niagara Region offers competitive salaries and benefits, a defined benefit pension plan, a corporate wellness centre, access to the Employee and Family Assistance Program (EFAP), mentorship and training programs, employee recognition programs, and more. In addition, the Region recognizes the value of having flexible work arrangements including hybrid work arrangements to support better work-life balance for our employees. Where operational needs align, and while ensuring business requirements and customer service expectations are achieved, employees may have an opportunity to work within a hybrid model, combining working from home and working in the office.

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

We welcome all applicants! For more information about diversity, equity, and inclusion at Niagara Region, Diversity, Equity and Inclusion - Niagara Region, Ontario or email related questions to diversity@niagararegion.ca. To send input on reducing barriers in the current hiring process, please email myhr@niagararegion.ca

For the Region's full employee equity statement, Working at Niagara Region - Niagara Region, Ontario.

Don't have every qualification?

You may be hesitant to apply if you do not have every qualification listed in the posting. While specific qualifications are important for certain roles, we invite individuals from diverse backgrounds and varying levels of experience and education to apply. Our recruiters will evaluate your suitability for the role.

Please note that for unionized roles, we must follow collective agreement requirements. However, we encourage all interested candidates to submit their applications. We believe success in a role can extend beyond meeting every single requirement.

HOW TO APPLY

To view the full job description and requirements, visit our Careers page - **Job Opening # 39568**

Link to posting is here:

https://careers.niagararegion.ca/psp/careers/EMPLOYEE/PSFT_HR/c/HRS_HRAM_FL.HRS.CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=1002&JobOpeningId=39568&PostingSeq=1

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges...today!

Let us know why you would be an excellent team member by submitting your online application **no later than August 4, 2024**, before midnight by visiting our 'Careers' page at www.niagararegion.ca. We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

If you require an accommodation for the application process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, the alternate formats for contacting us are as follows:

- Phone: 905-980-6000 or 1-800-263-7215
- Bell Relay: 1-800-855-0511
- In-person: Sir Isaac Brock Way, Thorold, ON, L2V 4T7 – Human Resources Department