



Supervisor of Wastewater Systems

Full Time (40-hour work week)

Salary: \$108,888 - \$130,062 (2025)

Plus, a comprehensive benefit package and OMERS pension plan

The City of Brockville is seeking a dedicated and experienced Supervisor of Wastewater Systems to lead the daily operations of the City's Wastewater Treatment Facility and Wastewater collection system. Reporting directly to the Director of Engineering and Infrastructure, the Supervisor ensures that all systems operate efficiently, safely and in compliance with municipal, provincial and federal regulations.

Required Qualifications

Education & Training

- Three (3) year post-secondary diploma in Civil Engineering, Environmental Services or related field, or equivalent combination of education and experience may be considered.
- Valid Province of Ontario Ministry of Environment, Conservations and Parks (MECP) Class IV Wastewater Treatment License and Class III Wastewater Collection License.

Experience:

- Minimum five (5) years of supervisory experience in a unionized environment within a comparable wastewater system.
- Proven experience in budget management, contract oversight and staff supervision.

Skills & Abilities:

- In-depth knowledge of wastewater regulations and standards.
- Strong leadership, organizational and communication skills.
- Proficient with GIS, Microsoft Office, work order systems, and relevant database software.
- Commitment to continuous learning and staying current with legislation, industry standards and best practices.
- Ability to manage competing priorities in a dynamic work environment.

Other Requirements:

- Valid Class G driver's license and access to a reliable vehicle.
- Ability to work evenings for Council/Committee meetings as required.

The personal information submitted is collected under the authority of The Municipal Act and is protected under the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only. The municipality is an equal opportunity employer following the rules and regulations set out by the Human Rights Code and the Integrated Accessibility Standard Regulation. For applicants with a disability, accommodations are available upon request in the

recruitment process should you be selected to participate.

Interested and qualified candidates must submit a cover letter and resume marked "Supervisor of Wastewater Systems" on/before 4:00 p.m. on Tuesday, May 20, 2025. Applications may be submitted online at <https://brockville.com/city-services/careers/>. The City of Brockville wishes to thank all applicants and advises that only those chosen for interviews will be contacted.



City of Brockville Job Description

Position: Supervisor of Wastewater Systems

Department: Engineering and Infrastructure

Reports To: Director of Engineering and Infrastructure

Purpose and Scope:

The Supervisor of Wastewater Systems is responsible for managing the efficient, safe, and compliant operation of the City's Wastewater treatment plant and wastewater collection system. This role ensures the facility complies with all applicable legislation and serves as a liaison with regulatory agencies as required.

Duties And Responsibilities:

- Provide the overall planning, scheduling, co-ordination, and implementation for all projects/maintenance activities carried out by the Wastewater division.
- Liaise with Ministry of Environment Conservation and Parks (MECP), Ministry of Health and Ministry of Labour officials to ensure compliance with applicable legislation.
- Ensure that all data, reports and permits required by legislation (e.g.: the various Certificates of Approval, Environmental Compliance Approvals for the facility, Quality Management Standard, etc.) are prepared and issued.
- Oversee personnel management, including planning, recruitment, development, performance evaluations and guidance.
- Establish operational and maintenance policies.
- Develop and manage both operational and capital budget, ensuring accurate administration and monitoring of expenditures.
- Ensure proper training and certification compliance among staff.
- Prepare and coordinate Wastewater maintenance contracts.
- Produce and maintain any forms, records, or reports as required.
- Assists and acts as a resource person in the design of wastewater system components.
- Handle public and staff inquiries, resolve complaints, and liaise with stakeholders.
- Prepare reports, make recommendations and attend Council and Committee meetings as needed.
- Review and apply various City by-laws.
- Maintain emergency response capability for spills and related incidents.
- Act as Overall Responsible Operator (ORO)
- Ensure compliance with health and safety legislation and provide safety training to staff.
- Promote and maintain a safe working environment in accordance with the Occupational Health and Safety Act.

Note: Above duties are representative of a typical position and are not to be construed

as all-inclusive.

Education/Specialized Training/Skills:

Essential (Minimum) Qualifications:

- Three (3) year post-secondary diploma in Civil Engineering, Environmental Services, or a related field, or an equivalent combination of education and experience.
- Valid province of Ontario Ministry of Environment, Conservation and Parks (MECP) Class IV Wastewater Treatment License and a Class III Wastewater Collection License.
- In-depth knowledge of applicable wastewater legislation and standards.
- Strong knowledge of the Occupational Health and Safety Act and safe work practices.
- Valid Class G driver's license in Ontario.
- Excellent supervisory and interpersonal skills.
- Strong written and verbal communication skills.
- Familiarity with Microsoft Office, GIS, database systems, and work order software.
- Commitment to continuous improvement and professional development.
- Ability to manage projects, timelines and budgets
- Ability to exercise sound judgment and discretion in handling confidential matters.
- Ability to build and maintain effective working relationships.

Work Experience:

Essential (Minimum) Qualifications:

- Five (5) years' supervisory experience within a unionized wastewater environment.
- Experience managing budgets and contracts.
- Proven staff supervision and leadership abilities.

Supervision:

- Directly supervises both union and non-union staff within the Wastewater Division.

Work Environment:

- Fast-paced office and field environment.
- Attendance at after hour meetings as required.
- On-call for emergency response.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The City of Brockville reserves the right to amend this position description at any time.