

About the City of Hamilton

Contribute to the City of Hamilton, one of Canada's largest cities - home to a diverse and strong economy, an active and inclusive community, a robust cultural and dining scene, hundreds of kilometres of hiking trails and natural beauty just minutes from the downtown core, and so much more. Join our diverse team of talented and ambitious staff who embody our values of sensational service, courageous change, steadfast integrity, collective ownership and being engaged empowered employees. Help us achieve our vision of being the best place to raise a child and age successfully. **#BeTheReason**

JOB POSTING

JOB ID #: 31271

Superintendent, Water Distribution - Yards

Public Works / Hamilton Water
135 King Street East, Dundas

NUMBER OF VACANCIES: 1

UNION/NON-UNION: Non-Union

HOURS OF WORK: 35

GRADE: 7

SALARY / HOUR: \$61.809 - \$77.261 per hour

Note: See appropriate Collective Agreement or the Non Union Salary Range for details.

STATUS / LENGTH: Full-Time Permanent

JOB DESCRIPTION ID #: 2650

SUMMARY OF DUTIES

Reporting to the Manager of Water Distribution, the Superintendent will assume accountability and responsibility for the delivery of services associated with preventive maintenance, construction and for the delivery of services associated with water distribution system customer service and water quality programs. Responsible for delivery of ongoing operations and monitoring of same to ensure it meets the growing needs of the residents and businesses of the City of Hamilton.

Accountable for ensuring that the activities undertaken and the services provided by the Water Distribution Section are in accordance with City and Provincial guidelines with minimal disruption to the public and in the most effective and efficient manner consistent with the City of Hamilton Mission, Vision and Values.

Prepares and reports on the Section's services, financial, administrative and staff performance against established benchmarks. Implements strategies to improve operational efficiency and effectiveness. Sets above average standards and leads by example. Functions as a mentor to subordinate staff.

Possesses a demonstrated record of leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, staff development, and is committed to results.

Possesses a high level of personal integrity and is an excellent communicator.

RESPONSIBILITIES

Under the Water Distribution, work is categorized within the core programs of Preventive Maintenance, Construction and Water Operations. The Superintendent will assume lead accountability and responsibility for a core program by developing plans and policies for the program. Monitors the core program to ensure service quality, cost effective and timely service delivery and legislative compliance. Monitors the progress of core program initiatives.

The Superintendent is accountable to the Manager of Water Distribution for ensuring that services are provided in accordance with City and Provincial guidelines, with minimal disruption to clients and the public, and in the most effective and efficient manner.

GENERAL DUTIES (INCLUDED, BUT NOT LIMITED TO)

Provide leadership, technical advice and direction to staff within the Section. Promote teamwork and integration between internal and external parties participating in cross functional and cross program initiatives.

Develop programs and procedures for the water distribution systems. Results oriented and persistent in ensuring objectives are accomplished.

Provide technical knowledge and site evaluation necessary to assist the Manager as required.

Prepare tender documents, request-for-proposal documents, and request-for-quote documents for contracted works and consultant assignments.

Administer contracts and consultant assignments including (but not limited to) scheduling work, coordinating with other internal and external parties, assessing work performed and processing payment certificates.

Monitor operations to ensure compliance with legislative requirements, such as the Occupational Health and Safety Act, Highway Traffic Act and Safe Drinking Water Act, and consistency with the City of Hamilton Mission, Vision and Values.

Participate as required in discussions and presentations on relevant issues to Council, agencies, and the public. Attend various Committee/Council and public meetings as required. Provide background information on policies, programs, Waterworks Bylaws, work methods and procedures where appropriate.

Prepare or review, as required, technical reports arising out of the core program for presentation to various committees of the City.

Participate as a department representative on various corporate committees/teams as required.

Prepare the annual draft current budget for the core program and monitor and control expenditures. Project expenditures and recommend changes where appropriate.

Interpret, apply and enforce the provisions of various bylaws related to the functions of the core program and recommend changes where appropriate.

Read and interpret blueprints, corporate Geographic Information System (GIS) records, design standards and specifications, and "as-built" records.

Input, retrieve and analyze data from corporate database systems including HANSEN computer maintenance management system and INTELEX quality management system.

Requires daily complex decision making using sound judgement, ingenuity, independent thinking and team building skills to maximize effectiveness of operations.

Provide after-hours coverage as required.

Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Demonstrated extensive knowledge of the duties listed above normally acquired through a Community College Diploma as an Engineering Technologist (Civil preferred) or approved equivalent and/or a combination of education and progressive work-related experience.
2. Must have demonstrated knowledge of City of Hamilton Bylaws; City of Hamilton and Provincial Health and Safety policies, Acts and regulations; Ministry of Transport regulations; Maintenance Management Standards; Provincial Fire Codes; Building Codes and Plumbing Codes; and the Safe Drinking Water Act and its regulations as they relate to the operation of water distribution systems.
3. Computer literacy and proficiency utilizing Microsoft products (Word, Excel, Outlook, and PowerPoint), and spatial applications such as GIMS/SPIDER.
4. Proficiency utilizing computer maintenance management systems, HANSEN preferred.
5. Ability to read and interpret blueprints, standards and specifications, and plan and profile "as-built" drawings.
6. Must possess progressive satisfactory supervisory experience in the water and wastewater industry. Demonstrated ability to effectively manage a multi-disciplinary staff in a results' oriented environment and in a predominantly unionized setting.

7. Preference will be given to candidates with a MOECC Class I Operator Certificate (by exam) in Water Distribution or Water Distribution & Supply. or willingness to achieve same.
8. Must possess excellent leadership, facilitation, communication, presentation, interpersonal and organizational skills.
9. Knowledge of collective bargaining process.
10. Must possess a valid Class "G" Driver's license.

NOTE: As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Criminal Record and Judicial Matters Check (CRJMC), at their own expense, prior to beginning work in this position.

Disclaimer:

Be advised that Human Resources frequently audits resumes of internal/external applicants to ensure/validate information provided is consistent and trustworthy. Falsification of information provided at any time throughout the recruitment process may be grounds for disqualification, and for internal applicants, subject to discipline up to and including termination.

Terms:

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, the City of Hamilton is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The City will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.

We invite you to visit the departmental webpage to obtain further information on the culture and business of this department.

The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace.

It is the responsibility of the applicants to ensure that their application reaches Human Resources by the closing date or they may not be considered. It is also the responsibility of applicants to supply qualifications, licences and related experience relevant to the qualifications outlined above for this competition as directed. On the basis of the criteria set out above, this posting is open to all applicants

The statements made by me are true, complete and correct to the best of my knowledge. I understand that any falsification of statements, misrepresentations, deliberate omission or concealment of information may be considered just cause for discipline, up to and including termination for internal applicants and disqualification for external applicants.

Please apply on or before: August 13, 2025 at 4:00pm at www.hamilton.ca/careers and reference Job ID: 31271.