



POSITION DESCRIPTION

POSITION TITLE: Wastewater Operator Supervisor

DEPARTMENT: Wastewater

SALARY: GROUP 7

REPORTS TO:

SUPERVISES: Class 1 and 2 Operator and OIT

PURPOSE OF THE POSITION:

To provide for the effective day-to-day operation and maintenance of the Mildmay Sewage Treatment Plant and Mildmay Sanitary Sewer Collection System, and the Teeswater Formosa Sewage Treatment Plan and Teeswater Formosa Sanitary Sewer Collection System, in an efficient manner to ensure adequate protection and treatment in compliance with all relevant governing legislation and regulations;

To assist in the effective day-to-day operation and maintenance of all Municipal Water Systems (includes both Mildmay and Teeswater Waterworks Systems), in an efficient manner while ensuring that the public is supplied with safe, potable water in compliance with all applicable, current, government legislation and regulations;

The incumbent will ensure compliance with relevant legislation and municipal policy for the protection of public health and safety in the operation of all systems under his/her control. Work performance shall be supervised and reviewed by the Manager of Operations.

*Note – At the time this job description was prepared, the Teeswater Formosa Sewage Works was not constructed yet. During the planning and construction stages of the Teeswater Formosa Sewage Works, the Wastewater Operator Supervisor will act as a member of the Project Team, attending meetings, liaising with Project Engineers, Manager of Operations and the Public. After the new Sewage System has been commissioned, the Wastewater Operator Supervisor will assume the duties of the Overall Responsible operator for the Teeswater Formosa Sewage Works.

RESPONSIBILITIES:

The incumbent shall be in possession of a current Class 2 Wastewater Collection and Treatment Licenses from the Ministry of Environment and shall undertake to meet various workplace/position criteria, as established by legislation and regulation from time to time, and shall be the Overall Responsible Operator for the Mildmay Sewage Works and the Teeswater Formosa Sewage Works, and shall undertake the following tasks and responsibilities:

WASTEWATER:

- Conduct or cause to be conducted, as required, regular inspections of the Wastewater Collection and Treatment Systems to ensure the system is operating at acceptable standards according to relevant Provincial Government Legislation, Regulations or Municipal Policies. This may include regular weekend rounds and on-call rotation activities.
- Schedule and arrange the collection and recording of influent and effluent samples for bacteriological and/or physical /chemical analysis, as required.
- Maintain, troubleshoot and perform the regular operational duties at the Sewage Treatment Plants, Pumping Stations and Sanitary Sewer Collection Systems.
- Schedule and conduct the compilation of accurate records in accordance with relevant Legislation concerning wastewater collection and treatment, chemical consumption, testing and sampling

(bacteriological and chemical) results, meter readings and all other information that may be required by the Operator Supervisor and/or the relevant and applicable, current Certificates of Approval, as issued by the Ministry of the Environment.

- Ensures or causes to ensure that all sites, pumps, diesel generation, chemical induction equipment, vehicles, alarms, automated systems and wastewater collection systems, manholes and appurtenances are maintained and operated in a safe and efficient manner and take appropriate action when necessary.
- Schedule or participate in after-hours work (emergency or planned), regular Weekend Rotations and On Call Rotation for the Wastewater System in the Municipality of South Bruce.
- Ensure the compilation of data for monthly reports on the operation of the Mildmay Sewage Treatment Plant for Management and the Ministry of the Environment to meet legislative and regulatory requirements.
- Review and understand the fundamentals as described in the Sewage System Operation and Maintenance Manuals. Responsible for ensuring any and all manuals, applicable to Wastewater Operations, are kept up to date on a regular basis and are available for the Ministry of the Environment's annual inspection.
- Carry out or cause to be carried out, work assignments, using a variety of vehicles and heavy equipment, hand and power tools in a safe manner. Perform minor mechanical and electrical repairs to vehicles and equipment, when necessary and recommend major repairs to the Administrator, if not included in Budget.
- Direct or assist with the repair, maintenance and installation of wastewater collection lines, service laterals, pumping stations alarms or automated systems.
- Conduct or cause to conduct inspection of service laterals prior to burial to ensure sufficient fall available for the proper disposal of wastes and also to ensure the proper installation of back-flow valves.
- Maintain polite, tactful relations with the public and ensure that any and all staff under direct supervision is aware of the importance of positive public relations.
- Be responsible for workplace health and safety practices. Be knowledgeable and carry out duties and responsibilities according to the Occupational Health and Safety Act and/or the Municipality of South Bruce Health and Safety Policies.
- Ensure Compliance with all aspects of current Certificates of Approval, as applicable.
- Arrange for the obtaining of qualified Organic Soil Conditioning Site(s) and arrange for the necessary Certificate(s) of Approval for same. Diarize, plan and organize, extensions, renewals and or selection of other site(s) as may be applicable.
- Schedule Sludge removal, inspection and application on approved site(s), as and when required, more particularly in the fall to ensure maximum sludge storage capacity over the winter season.
- Schedule and maintain all records concerning personal and staff attainment of necessary and applicable training and so meet Provincial Standards. Also responsible for approving and scheduling accreditation examinations, as applicable.
- Assist in preparation of Departmental Budget(s), Operational and Capital. Shall prepare, develop and monitor a Departmental Capital Projects Program and make recommendations as to prioritization of projects for annual Capital Budget purposes.
- Act as Departmental Liaison with Engineers and Contractors as applicable. Shall act as the Waterworks construction Supervisor.

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- Review applicable Provincial Government Statutes and Regulations and amendments thereto, applicable to the Department. Discuss amendments with Administrator and/or his/her designate.

WATERWORKS:

- Conduct or cause to be conducted, regular inspections of Waterworks Systems, Mildmay and Teeswater, to ensure the systems are operating at acceptable standards, according to relevant Provincial Government Legislation, Regulations or Municipal Policies. This may include regular weekend rounds and on-call rotation activities.
- Assist with the collection, recording, whilst ensuring that a careful chain of custody, of all water samples for bacteriological and/or physical /chemical analysis is undertaken.
- Assist with the maintenance, troubleshooting and performance of regular duties at the Water Plants, Wells, Pump-Houses, Elevated Standpipes, and Distribution systems, as required.
- Assist with the compilation of accurate records in accordance with relevant Legislation concerning water production, chemical consumption, testing and sampling (bacteriological and chemical) results, meter readings and all other information that may be required under the relevant and applicable, current Certificates of Approval, as issued by the Ministry of the Environment.
- Ensure that all supply sites, pumps, diesel generation, chemical induction equipment, vehicles, alarms, automated systems and waterworks distribution systems, valves, hydrants and appurtenances are maintained and operated in a safe and efficient manner and take appropriate action when necessary.
- Assist with the scheduling of Staff and be available for after-hours work (emergency or planned), regular Weekend Rotations and On Call Rotation for Waterworks Systems in the Municipality of South Bruce.
- Assist with the compilation of data and assist with monthly reports on the operation of the plant(s) for management and the Ministry of the Environment purposes and so meet legislative and regulatory requirements.
- Review and understand the fundamentals as described in the Mildmay or Teeswater Waterworks Operational Manual(s).
- Carry out or cause to be carried out, work assignments, using a variety of vehicles and heavy equipment, hand and power tools in a safe manner. Perform minor mechanical and electrical repairs to vehicles and equipment, when necessary and recommend major repairs to the Operator Supervisor.
- Direct or assist with the repair, maintenance and installation of water-mains, fire hydrants, water service lines, valves and or applicable alarms or automated systems.
- Maintain polite, tactful relations with the public and ensure that any and all staff, under direct supervision, is aware of the importance of positive public relations.
- Schedule and maintain all records concerning personal and staff attainment of necessary and applicable training and so meet Provincial Standards. Also responsible for approving and scheduling accreditation examinations, as applicable.
- Ensure compliance with workplace health and safety practices. Be knowledgeable and carry out duties and responsibilities according to the Occupational Health and Safety Act and/or the Municipality of South Bruce Health and Safety Policies.

OTHER:

- May be required to assist with operations in other municipal departments.
- Perform other related duties as required.

WORKING CONDITIONS:

- Exposure to physical hazards and contrasting weather conditions – snow, blizzards, white-outs, ice storms, fog, machine heat and unpredictable traffic. Heavy lifting, twisting, bending, required.
- Overtime hours necessary to cope with emergencies.
- 44 Hours/Week (regular weekend rotation and on call hours included in 44 hours)
- Overtime - after 44 Hours of work – Time+one-half
- Emergency weekend work – Time+one-half on Saturdays and Double-Time on Sundays.
- ½ hour Non-Paid Lunch

WORKING RELATIONSHIPS:**A. With the Wastewater Division Employees:**

Acts as supervisor to all Wastewater department employees, including the Water Operator Supervisor when he is performing duties for the Wastewater Division.

B. With the Water Division Employees:

Receives direction and guidance from the Water Operator Supervisor. Works co-operatively with all department staff.

C. With Other Staff: Works with other municipal staff in a courteous and cooperative manner.**D. With the Public: Deals with the public in a courteous, professional manner, at all times.****KNOWLEDGE AND SKILLS:**

1. Shall possess a Ministry of the Environment Class 2 Operator License for Wastewater Treatment and Wastewater Collection, with a willingness/ability to upgrade to a Class 3 license as soon as possible.
2. A Water Distribution Class 1 or higher License shall be an asset (preferably Class 2)
3. Operate multiple but related pieces of water and sanitary system equipment.
4. Shall obtain basic computer operating skills required for reports and record keeping.
5. Shall possess or receive, as required, the following training certificates:
 - Operation and Maintenance of Wastewater Collection and Treatment Systems.
 - Operation and maintenance of a Water Distribution System
 - Gas chlorination workshop
 - Construction and Inspection of water and wastewater systems.
 - Preventative maintenance workshop
 - Other health and safety workshops dealing with duties of position.
 - A valid Class "D-Z" drivers license
 - Standard First Aid and CPR training

PREPARED BY: DHJ

AMENDED BY: SC

EFFECTIVE DATE: July 26, 2010

SUPERSEDES DATE: Jan 1, 2008