

JOB DESCRIPTION



UTILITIES SUPERVISOR

Position Title:	Utilities Supervisor (Foreman Classification)
Department:	Operational Services
Supervisor:	Deputy Director of Operational Services

POSITION FUNCTION

The Utilities Supervisor plans, organizes, schedules, assigns, oversees, and assists in the day-to-day work related to the construction, repair, and maintenance of utility systems such as water treatment, water distribution, wastewater collection, wastewater treatment and storm water collection. Responsible for the supervision of the Utilities Crew. Hires contractors, and monitors, inspects and evaluates their work and performance.

KEY DUTIES

- Supervises the crew(s) including training, mentoring, monitoring and providing ongoing feedback on performance, and providing input to hiring, training and professional development needs as requested, and conducting annual performance appraisals of subordinates as per the Town's policy.
- Plans, organizes, schedules, assigns and oversees the day-to-day work projects and/or assignments received from the Director of Operational Services or designate. Attends meetings on a regular basis, updating management and others on the activities of the section.
- Assists crews in the day-to-day inspection, operation, maintenance and construction of water treatment, water distribution, wastewater collection, wastewater treatment and storm water collection systems related infrastructure, ensuring inspections, maintenance and repairs and work are completed in compliance with regulations, bylaws, policies and procedures. Monitors, assesses system performance and identifies potential issues with the use of the Town's SCADA system.
- Ensures the safety and security of staff, public, facilities and equipment by monitoring adherence to all safety and other work-related regulations and practices; reports unsafe and/or insecure situations in accordance with regulations and Town policies; implements emergency procedures as directed.
- Hires contractors in accordance with the Town's purchasing policy; Monitors and inspects contractor's work and evaluates performance. Requests remedial work necessary to meet performance requirements.
- Ensures appropriate inventory of supplies, materials and equipment are maintained in accordance with the department budget.
- Operates light and heavy trucks and equipment and installs related attachments such as combination sewer cleaners, back-hoes, wheel loaders, etc. while engage in activities such as digging, trenching, backfilling, rolling, compacting, concrete/asphalt finishing, loading vehicles.
- Transports and handles gaseous and liquid chemicals as per regulations and established safe work procedures.

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- Investigates and responds to public service requests relating to water treatment, water distribution, wastewater collection, wastewater treatment, storm water collection and related infrastructure.
- Coordinates and communicates with other departments and supervisors as required on construction and maintenance activities related to water treatment, water distribution, wastewater collection, wastewater treatment, storm water collection and other related infrastructure ensuring adequate resources are completed safely and efficiently perform required work.
- Liaises with Federal and/or Provincial agencies, Local governments, utility companies and other service providers to coordinate maintenance and construction work. Ensures any required external permits are in place prior to beginning work.
- Reviews design and/or project plans and provides input regarding infrastructure operation, maintenance and construction, as required.
- Provides input to the annual budget, planning and implementation of preventative maintenance and inspection programs. Provides material and cost estimates related to construction and maintenance of water, sewer and storm infrastructure. Orders materials as required.
- Documents and maintains records such as inspections, incidents, job costing, and maintenance activities, etc. and prepares reports for management and/or Council as required.
- Provides input on modifications or improvements to Operational Services Department policies, procedures and practices to improve the functions and safety of the department's operations; provides input to written work procedures for own area of responsibility as requested.
- Performs back-up functions and other related duties as assigned or required from time to time.
- Participates in after-hours emergency standby rotation and responds to call-outs, alarms and emergency situations and is required to be available on a rotational basis for weekend on-call as required.

INDEPENDENCE

- Work is performed according to preventative maintenance schedules or as assigned by the Director or designee and may be reviewed upon completion.
- Issues such as equipment repairs, and procedural problems are referred to manager.
- Will be required to work with minimal supervision.
- Will be required to work in a team setting.

WORKING CONDITIONS

Physical Effort

- Physical ability to lift heavy objects, work in awkward positions and confined spaces, frequently stand and walk throughout the day and work in inclement weather and extreme temperatures.
- Ability to operate a variety of light and heavy equipment as required, including excavation equipment.

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Work Environment

- Works out of the operational services yard
- Work outside in all weather conditions
- Mainly work Monday to Friday with some evening and weekend work as required as per the Collective Agreement
- Exposure to equipment noise
- Work near moving traffic
- Works in confined spaces
- Work at heights
- Exposure to raw sewage
- Respond to standbys/callouts as required
- Use of Microsoft Office, GIS, Work Order programs and SCADA systems

KEY SKILLS AND ABILITIES

- Demonstrated strong leadership and organizational skills with the ability to manage change and direct multiple employees.
- Excellent knowledge of municipal infrastructure and Public Works best practices in the following areas:
 - Water Treatment Plants
 - Water Distribution Systems
 - Wastewater Collection Systems
 - Wastewater Treatment Plants
 - Storm Water Collection Systems
 - SCADA and related controls and automation
- Solid understanding of WorkSafe BC regulations and related safe work practices
- Considerable technical knowledge of standards and hands-on experience of methods, practices, materials, tools and equipment as they relate to the position (e.g., MMCD, American Water Works Association, etc).
- Excellent networking and interpersonal skills to interact with internal staff, external agencies, contractors, consultants and members of the public. These skills are required to represent the Municipality professionally as well as to provide direction and leadership within.
- Excellent problem solving, decision making, and negotiation skills in a complex environment.
- Excellent oral and written communication skills.
- Demonstrated computer skills with the capacity to promptly learn new computer software programs relevant to the department
- Ability to organize and prioritize work to meet deadlines.

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QUALIFICATIONS

Education, Training, and Occupation Certification

- Completion of Grade 12 (or equivalent)
- EOCP Certifications in the following (or a combination of education and experience):
 - Water Distribution Level 2
 - Wastewater Collection Level 2
 - Water Treatment Level 2
 - Wastewater Treatment Level 2
- BCWWA Chlorine Handler's Certificate (or equivalent)
- Valid BC Class 3 Driver's License with air brakes endorsement

Experience

- Minimum 10 years' experience in construction, maintenance and operation of water distribution, wastewater collection, wastewater treatment, storm water collection and other related infrastructure activities.
- Minimum 5 years' recent knowledge and/or experience in the safe operation of heavy equipment (Combination Sewer Cleaner, Back-Hoe, Front End Loader, Dump Truck, etc.)
- Minimum 3 years' experience supervising in a Public Works environment, Experience working in a municipal and/or unionized environment will be considered an asset.
- Other certificates in Public Works Supervision, safety, or EOCP certificate (e.g., BCMSA Supervisors Safety Certificate, Water Distribution, Water Treatment, Wastewater Treatment and/or Wastewater Collection) would be an asset.

Additional Requirements After Hiring

- Occupational First Aid Level 1, Traffic Control Certification, WHMIS Certification, Transportation of Dangerous Good Certificate, Crane Truck Operating Certificate and other job-related safety training.

OTHER

- May be requested to obtain additional certifications and/or training related to current job classification. For Example:
 - Emergency Management and/or Incident Command
 - Training in Excavations, Confined Space Entry, Fall Protection, Waterborne Illness Training, Wastewater Sampling Training, Underground Utility Locating Training, CCTV Camera Training, Hydrovac Truck and Jetting Training, etc.
 - Other related safety training
- Must be able to respond within a maximum of 30-minutes to a call-out.