



## **The Corporation of the Town of Lakeshore has a Career Opportunity for a Manager of Water and Wastewater Services**

The Town of Lakeshore is a beautiful Municipality situated in southern Ontario along Lake St. Clair. The Town has a population of over 35,000 and is one of the fastest growing municipalities in Ontario. Lakeshore enjoys a temperate climate year round with more than 200 growing days. Lakeshore's affordable lakefront community enjoys over 35 km of waterfront, low taxes, a high quality of life and abundant recreational opportunities with the new multi-use recreation centre, the Atlas Tube Centre including pools, 3 arenas, gyms, and much more.

Reporting to the Director of Engineering and Infrastructure Services, the Manager of Water and Wastewater Services is responsible for the overall administration and management of the water and wastewater treatment services for the Town of Lakeshore, including all associated facilities and systems engineering, operations and maintenance of the Town's clean water treatment and distribution, pumping, distribution and collection systems in accordance with all municipal policies and Ministry of Environment regulations as well as the administration of contracts for solid waste collection.

### **Qualifications:**

- Civil or Environmental Engineering degree from a recognized university or Certified Engineering Technologist or related field.
- 5 - 10 years progressive experience in a supervisory, management position preferably with municipal experience directly related to water and wastewater treatment or related experience
- Valid Class "G" Driver's licence
- Experience in a unionized environment would be an asset
- Class 3 in water treatment/distribution would be an asset

### **Knowledge:**

- Excellent organizational, time management, management and public relations skills.
- Excellent computer, report writing and communications skills, both verbal and oral.
- Technical knowledge in water treatment/distribution and wastewater treatment/collection
- Advanced knowledge of Ontario Provincial policies, legislation and regulations that affect municipal water and wastewater treatment facilities
- Demonstrated ability to prepare accurate reports and policies with researched information, logical analysis and recommendations
- Excellent computer skills

### **Major Responsibilities:**

- Leads and oversees the Town of Lakeshore Water Supply System Drinking Water Quality Management System
- Maintain the efficient operation of all staff and resources required to effectively operate and manage the water and wastewater treatment systems for the Town including:
- Responsible for the development, monitoring and administration of the division budget, including all capital, operating and life cycle items.

- Oversee and manage the operations of the systems ensuring appropriate maintenance is carried out and accurate records are kept
- Development and managing of all procedures and processes related to the operation of the division including review and monitor of all statistical records relative to facilities and operations to ensure compliance with all application regulations, legislation, by-laws, etc.
- Manage staff through coordination and consultation with the Supervisor of Water Operations
- Oversee and manage all projects and activities of the division.
- Provide assistance and consultation with other departments as required to ensure coordination of projects and the effective and efficient provision of services.
- Managing the compliance program for education and training requirements for water treatment operator licensing
- Manage municipal contracted services for wastewater treatment and collection by Ontario Clean Water Agency (OCWA) and solid waste management.
- Oversee small scale design work for minor water and wastewater projects
- Oversee and manage preparation, review and awarding of tenders related to the operation of the division.
- Ensure that staff training requirements are maintained in accordance with all necessary requirement of certifications and licences.
- Provide training, guidance and instruction to staff as necessary to ensure compliance with all Occupational Health and Safety regulations and municipal standards, policies, procedures and guidelines.
- Prepare and present reports, correspondence and documents for Council, outside agencies and other departments within the town
- Provide direction, guidance and support to division staff
- Consulting and coordinating action plans with other departments, groups and agencies
- Ensures that all equipment, vehicles, infrastructure and assigned technological equipment such as computers, radios, cell phones are maintained in accordance with corporate policy
- Ensure that the terms and conditions of any and all Collective Agreements are administered and adhered to
- Other duties as assigned

#### **Decision Making and Judgement:**

- Excellent judgment and decision making ability to handle multiple priorities and deadlines and respond to emergency situations.
- Developing and managing long and short term capital infrastructure projects and daily operational requirements
- Managing the divisional budget
- Managing the daily operation of the division including all projects, and personnel, supervising and delegating assignments
- Training and compliance requirements
- Conducting performance reviews and managing personnel to ensure maximum efficiency and productivity
- Assisting in the preparation of operating and capital budgets for approval by Council.

#### **Human Resources:**

- Directly supervises Supervisor of Water Services
- Indirect oversees water operators and administrative assistants, students, contractors and labourers engaged in any works carried out within the division.
- Assist in establishing goals and objectives for the department.
- Plan, prioritize and assign work

- Accountable for health and safety responsibilities of staff; must ensure compliance with OHSA as well as Town of Lakeshore's Health and Safety policies and procedures including WHMIS
- Assist in recruitment, training, setting objectives, performance management, vacation scheduling, lieu and flex time approval, etc.
- Identify and assist in addressing the professional needs of staff

#### **Financial Management:**

- Prepares and administers grant applications, tenders and contracts.
- Assists in the development of divisional budget including all operating, maintenance and capital infrastructure and lifecycle costs
- Oversees and manages the budget related to OCWA Operating Authority Agreement for wastewater services
- Administers and manages contracts and tenders.
- Approves expenditures in accordance with approved budgetary guidelines. Expenditures beyond established budget limit must be approved by the CAO and Council.
- Monitors financial variances as part of the monthly or quarterly review; monitor and control budgets in conjunction with finance staff

#### **Interpersonal Skills:**

Excellent interpersonal skills to interact with members of Council, staff and the public. Must have proven ability to establish and maintain effective working relationships with a diverse group of stakeholders and must be able to effectively manage multiple projects concurrently.

#### **Internal:**

- With the Director of Engineering and Infrastructure Services to receive administrative policy direction and guidance.
- With other Managers and Directors to ensure the efficient and effective completion of Departmental objectives.
- With Council to provide information and recommendations as required.
- With subordinate staff to discuss operational, management, contract and policy issues and to provide direction and guidance

#### **External**

- Works closely with service providers for contracted services including contract administration for Wastewater operations and garbage collection.
- Regular contact with Ministry representatives to ensure compliance with all Ministry of Environment guidelines, regulations and legislation.
- With other municipal colleagues and provincial ministries regarding legislative requirements and to exchange information, obtain assistance, etc
- With the public, vendors and service providers to respond to incoming inquiries and assist in resolving problems and concerns

#### **Working Conditions:**

##### **Environment**

- Works within an office environment.
- Manual dexterity to operate office equipment otherwise no special physical skills required
- May be required to work outside of the normal hours of work to respond to emergency situations.
- May be subject to adverse behavior when communicating with the general public and others

- May be subject to adverse weather conditions and other disagreeable conditions on occasion
- Some travel may be required.

#### Control over Work Schedule

- Office hours being 8:30 a.m. to 4:30 p.m. (35 hours per week)
- May be required to attend Council and Committee meetings.
- Work is subject to deadlines and may be required to work overtime to handle workload.
- Lieu time is capped at 35 hours per year

Qualified applicants interested in the position are to email a detailed resume outlining their qualifications to [jobs@lakeshore.ca](mailto:jobs@lakeshore.ca) clearly indicating Manager of Water and Wastewater Services in the subject line. This is a non-union position. The salary is \$93,468 to \$109,338 annually (2017 rates) with competitive benefits and pension.

*Personal information is collected under the authority of the Municipal freedom of Information and Protection of Privacy Act and will only be used for the purpose of determining eligibility for this competition. The Town of Lakeshore is an equal opportunity employer. Accommodations under the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) will be provided upon request.*