



MUNICIPALITY OF MIDDLESEX CENTRE

Water & Wastewater Operations Manager

Middlesex Centre is a lower-tier municipality located within the geography of Middlesex County and has a population of approximately 18,000 over an area of 587.22 sq. kilometres. It was formed on January 1, 1998 with the amalgamation of the former Townships of Delaware, Lobo, and London. While predominantly a rural municipality, Middlesex Centre enjoys both urban and rural amenities. With a steady growth rate projected in the next 20 years, Middlesex Centre is a growing municipality ready to welcome both residents and businesses to a sustainable and livable community.

The Municipality is seeking a qualified, experienced, highly motivated, and result-oriented individual to join our Public Works and Engineering Department for the position of Water & Wastewater Operations Manager.

Position Summary

Reporting to the Director of Public Works and Engineering, this employee is primarily responsible for the overall day-to-day management, operation, maintenance and compliance of the Municipality's water, wastewater and storm water systems. The incumbent will work in a team environment alongside other environmental specialists and the Contracted Operating Authority in the formation of short and long term operations, work plans, capital construction projects, budgets, policy analysis and development, and related business plans and initiatives. The incumbent will assist the department Director in the management of emergencies and contingency response for the Municipality's systems.

Preferred Qualifications

- Post-graduate degree or diploma in a relevant environmental sciences and/or engineering field of study
- Shall possess the appropriate Wastewater Treatment III, Wastewater Collection II, Water Distribution and Water Treatment II Certification under Provincial regulations.
- Minimum 7 years of progressively responsible experience, preferably in a municipal related potable water, wastewater and storm water management service environment, including extensive supervisory experience.

Salary range for 2017 is \$73,846.50 to \$86,385.00 with a 37.5 hour work week. This position may be required to work extended hours as required.

To apply for this position, please submit a resume outlining qualifications and experience by 2:00pm on Monday, January 22, 2018 to:

Brian Lima, P.Eng.
Director, Public Works & Engineering
Municipality of Middlesex Centre
10227 Ilderton Road, RR2 Ilderton, ON N0M 2A0
lima@middlesexcentre.on.ca / Fax 519-666-0271

Middlesex Centre is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise us of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.



Position Synopsis and Purpose

(A position overview and how it connects to the big picture)

Reporting to the Director of Public Works and Engineering, this employee is primarily responsible for the overall day-to-day management, operations, maintenance and compliance of the Municipality's water, wastewater, storm water systems, and enviro depots. The incumbent will work in a team environment alongside other environmental specialists in the formation of short and long term operations, work plans, capital construction projects, budgets, policy analysis and development, and related business plans and initiatives. The incumbent will assist the department Director in the management of emergencies and contingency response for the Municipality's systems.



Major Responsibilities

(What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
<p>Strategic Leadership</p> <ul style="list-style-type: none"> • Provide assistance in the operation, maintenance and compliance of the Municipality's enviro depots, water, wastewater and storm water systems, necessary to deliver efficient services in compliance with appropriate legislation, regulations, and municipal policies. • Provides Overall Operator Responsibilities (ORO) and Operator In Charge (OIC), in the oversight of daily operations and formulates, monitors, evaluates and implements programs within the Department. 	25%
<p>People Leadership</p> <ul style="list-style-type: none"> • Supervises assigned staff, conducts performance reviews and staff training, , • Liaises with contractors, equipment vendors, and material suppliers for the daily operations and capital projects of the Municipalities various enviro depots, and water/wastewater/storm water management treatment and conveyance structures and facilities. 	25%
<p>Project Administration</p> <ul style="list-style-type: none"> • Plans, implements, monitors and reviews service program delivery providing analysis reports to ensure operational issues are dealt with in a timely manner and all required or courteous notification is undertaken. • Coordinates the maintenance related operational activities and capital projects related to the water, wastewater and storm water management systems. • Ensures all Municipal compliance documentation and database requirements for the respective water, wastewater and storm water 	35%

Description	Approx. Time Spent (%)
<p>management systems are compliant with current regulations and standards</p> <ul style="list-style-type: none"> • Perform duties of DWQMS representative including in participating in internal/external audits and ensure that DWQMS is updated. • Identify respective system operational and capital improvements to continually improve reliability and efficiency for future budget consideration • Preparation quotes for additional services provided by waterworks department • Preparation of RFQs, RFTs and Council reports as requested by the Department Director • Review and process applications for permits, and provide review commentary regarding planning applications, design standards, procedures, drawings, and technical studies 	
<p>Financial Management</p> <ul style="list-style-type: none"> • Assess, reconcile and recommend payment of invoices related to the daily operations of the Municipality's water, wastewater and storm water management systems in accordance with the respective services agreement • Monitor budgetary requirements and identify maintenance and capital elements for future budget consideration 	5%
<p>Community Outreach</p> <ul style="list-style-type: none"> • Maintains communications and relationships with community and government agencies to the position by handling and responding to resident/public service delivery inquiries and complaints in a timely manner. • Liaison with engineering consultants, sub-contractors as deemed required 	10%
<p>Other</p> <ul style="list-style-type: none"> • Undertakes other duties as directed by the Director of Public Works and Engineering as relevant to the position 	

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Qualifications

Education (degree/diploma/certifications)

- Post-graduate degree or diploma in a relevant environmental sciences and/or engineering field of study
- Shall possess the appropriate Wastewater Treatment III, Wastewater Collection II, Water Distribution and Supply and Water Treatment II Certification under Provincial regulations.
- CET designation as recognized by OACETT

Experience

- Minimum 7 years of progressively responsible experience, preferably in a municipal related potable water, wastewater and storm water management service environment, including extensive supervisory experience.

Knowledge/ability/skill

- Working knowledge of water, wastewater and storm water management operations, processes and technologies and third party service contract administration
- Working knowledge of the Occupational Health and Safety Act
- Experience operating various computer software packages an asset.
- Excellent verbal and written communication skills
- Strong organizational skills



Work Setting

(Description of the work environment and nature of people interactions)

Contacts

Frequency Legend	
Constant – every day for most of the day	Occasional – bi-weekly to monthly
Frequent – daily	Rare – once in a while
Regular – weekly	

Contact	Frequency	Nature of Interaction
Public / Residents	Frequent	Municipal concerns, process applications for permits, address municipal servicing inquiries, locate requests, etc.
Operations Staff	Frequent	Discussion with the Operational Staff regarding daily operational and maintenance activities related to the Municipality's water, wastewater and storm water management systems
Contractor / Consultants	Rare	Contractual documents, project management, monitor work performed
Municipal Departments	Rare	Coordination of corporate service(s)

Work Conditions

Approximately 90% of this position's time will be spent in the office, attending meetings and performing core functions, while the balance 10% may be spent out of the office during normal working hours attending a site specific meeting with the operations staff, and/or consultants.

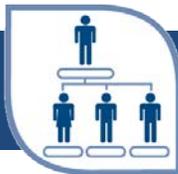
Normal hours of work are 37.5 hours per week, Monday to Friday. Required to work outside regular working hours, including standby assignments.



Corporate Values

(Operating principles that guide all staff conduct)

- **Openness** – Middlesex Centre is a large and diverse community. In order to respect this diversity, constant and respectful communication between community members is necessary.
- **Cooperation** – Middlesex Centre is a growing municipality. The council and citizens must work together to ensure that their community grows into the place they want it to be.
- **Trust** – The trust between community members is what makes Middlesex Centre an inclusive community. Community trust is built through sensible planning, reliable service and public engagement.
- **Respect** – The residents of Middlesex Centre come from diverse backgrounds. It is only through respect for the varied backgrounds and experiences of residents that common ground can be achieved.
- **Tradition** – As a diverse municipality, Middlesex Centre is home to many proud histories and varied traditions. The actions of community must value those existing traditions while continuing to forge new traditions moving forward.
- **Innovation** – Middlesex Centre must be a community that embraces changes. It must remain open to all ideas to become a flexible, progressive municipality which can successfully anticipate and adapt to changing conditions.



Position Classification

(Where this position fits)

Position Title: Water & Wastewater Operations Manager	Division: Environmental
Department: Public Works and Engineering	Classification: Non-Union
Branch:	Reports to (Direct): Director, Public Works and Engineering
Position(s) Supervised Directly: Operations Staff	Position(s) Supervised (Indirectly):
Effective Date:	Revision Date:
Equivalency Code: N/A	Hours per week: 37.5