

MUNICIPALITY OF BAYHAM JOB DESCRIPTION

Position Title:	Public Works Supervisor (Capital and Water Systems) (Non-Union)
Department:	Public Works
Reports To:	Manager of Public Works
Supervises:	DIRECTLY: None INDIRECTLY: None
Position Status:	Full Time
Location:	Wastewater Treatment Plant – 1 Chatham St. Port Burwell, ON Municipality of Bayham
Pay Method:	Salary (hourly rate per pay band x 2080 hours)
Eligible for Group Benefits & OMERS:	Yes
Normal Work Week:	40 Hours/week
On Call Required:	Yes

POSITION SUMMARY

The Public Works Supervisor (Capital and Water Systems) is responsible for supervising and monitoring the municipal water, wastewater, and stormwater systems in accordance with provincial legislation and municipal policies. This position administers the municipality's OCWA contract, is the primary contact for water system-related matters, and reviews and issues permit applications for Bayham's various water-related systems. The Public Works Supervisor (Capital and Water Systems) also provides capital program and asset management support, including coordination of annual capital programming and budget preparation assistance for public works, water, wastewater, facilities and parks and recreation functions.

DUTIES & RESPONSIBILITIES

1. Primary contact for water, wastewater, and stormwater inquiries, including service inquiries and complaints associated with damage, sewer blockages, etc.
2. Completes water meter installations and replacements, inspections, permit issuance for water and wastewater, meter reading, and curb stop adjustments, etc.
3. Initial point of contact for emergency locates.
4. Reviews plans and permitting related to stormwater matters and development proposals.
5. Assists with plans review and permitting for works affecting municipal drains, as directed by the Manager of Public Works.

6. Maintains municipal consolidated linear infrastructure portfolio, including application renewal and coordination of required maintenance programs.
7. Liaises with customers for new connection requests and requirements, annual water turn-on/off requests.
8. Coordinates maintenance work (minor, major, and emergency) with water/wastewater third-party contractor per agreement.
9. Responsible for water flow management and water loss on both Bayham water systems – residential versus main meter reads for system totals.
10. Provides capital planning and asset management support to the Manager of Public Works.
11. Receives annual capital maintenance recommendations from water/wastewater third-party contractor.
12. Operationalized departmental goals and objectives within approved budgets.
13. Assists in the development of policies, procedures and systems as they relate to the Municipal Water and Wastewater Systems. Ensures programs are in accordance with all federal, provincial and municipal regulations, and policies and procedures established by Council. Identifies and recommends operation and process improvements as appropriate.
14. Drafts Council reports and attends Council and Committee meetings as required.
15. Assists with the preparation of reports and technical advice to the Manager of Public Works, as required. Prepares reports for regulatory requirements, including all necessary water and wastewater annual reports, as required by legislation and/or as directed.
16. Prepares, issues, and evaluates requests for quotations, tenders, and other procurement methods for capital projects, and manages projects, as required.
17. Participates in the review process of all water/wastewater related projects as they relate to modifications and/or expansion of the water/wastewater system.
18. Liaises with government ministries, agencies, consultants, contractors, members of the public, fire department, municipal staff, and adjacent municipalities, to coordinate activities as required.
19. Municipal water and wastewater representative to the Port Burwell Area Secondary Water Supply System Board of Management, including representatives from the administering municipality.
20. Responds to requests for information and service from the public and deals with public in a professional, courteous manner.
21. Required on-call to provide stand-by support for water and wastewater customers, for system repairs, and for fire services in respect of fire hydrant access and use.

Spending, Budgets & Internal Control

22. Works in cooperation with the Manager of Public Works to prepare the operating and capital budgets for the department.
23. Assists with the monitoring of department budgets to ensure accounts remain within approved budget levels, including ongoing liaison with third-party water/wastewater contractor.
24. Assists with cost estimates and budget detail sheets for water/wastewater capital projects.
25. Purchases items or resources within approved spending authority, in adherence to municipal purchasing policy.
26. Sign-off for accounts payable and invoicing, financial and asset management planning, as required.

Health & Safety

27. All supervisors are responsible for promoting, monitoring and enforcing work practices which support the prevention of workplace illness and injury, as well as protection of the environment. Supervisor responsibilities for Health, Safety and the Environment include:
 - Ensure that equipment, materials and protective devices are functioning in a safe manner.
 - Take every precaution reasonable in the circumstances for the protection of contractors.
 - Conduct periodic inspections and audits in accordance with legislative and/or corporate requirements.
 - Conduct accident/incident investigations, prepare necessary reports and communicate to line management, health and safety personnel and health and safety committee.
 - Ensure that all employees, including temporary workers and contractors, adhere to safety requirements including the use of personal protective equipment.
 - Support activities and initiatives outlined by the Joint Health and Safety Committee.

Conduct & Inclusiveness

28. All employees are expected to conduct themselves in a civil, respectful, courteous and professional manner with all co-workers and ratepayers including:
 - Accept and treat equally all employees of different backgrounds including origin, age, race, ethnicity, gender and sexual orientation.
 - Maintain the highest ethical standards.
 - Contribute to the efforts of the team and offer assistance as needed, whether or not such assistance falls within the normal duties of job.
 - Cooperate freely.
 - Make every effort to maintain smooth operations of the municipality.
 - Be honest, trustworthy, reliable and dependable in fulfilling all duties.
 - Take direction from and work cooperatively with management.

Other

29. Performs additional duties and responsibilities as assigned by the Manager of Public Works as may be required and as may be required by law.

EDUCATION, SKILLS & EXPERIENCE

- Knowledge and skills in municipal public works normally acquired through a 3-year Community College diploma in Civil Engineering Technology or Environmental Science.
- Minimum 3-5 years' experience with water distribution, water treatment, wastewater treatment and collection systems with at least two years' experience in a supervisory position.
- Successful achievement and maintenance of the following designations and certificates:
 - Water Distribution Class 1
 - Water Treatment Class 2
 - Wastewater Treatment Class 2
 - Wastewater Collection Class 2
 - Water Meter Installer
- Valid and satisfactory "G" driver's licence.
- Comprehensive knowledge of the Ontario Safe Drinking Water Act and Regulations, Ontario Water Resources Act and Regulations as well as Ontario Regulation 319/08 Small Drinking Water Systems.
- Strong project management skills. Experience overseeing capital projects including contract administration is an asset
- Knowledge and experience with the requirements for consolidated linear infrastructure ECAs.
- Knowledge of capital budgeting and lifecycle asset management practices
- The ability to meet deadlines, to function well under pressure, and to respond to frequently changing demands and priorities.
- Strong interpersonal, communication skills and public relations skills. Ability to deal effectively with external contacts and with the public as the Municipality's principal Water and Wastewater representative.
- Municipal experience is an asset.

CORE COMPETENCIES

All Employees:

- Teamwork & cooperation
- Work ethic
- Initiative & action
- Manage time
- Client service orientation

Specific to Management Employees:

- Build & sustain relationships
- Integrity
- Excellence & accountability
- Make decisions using professional judgement
- Organize
- Plan

- Innovate

Specific to Public Works Supervisor (Capital and Water Systems):

- Resolve conflict
- Work under stress
- Oral communications
- Solve problems
- Project management
- Budgeting

PHYSICAL DEMANDS & WORKING CONDITIONS

- Work is typically performed in a standard office setting with frequent requirement to work outdoors. Occasionally exposed to inclement weather or hazardous working environment.
- Incumbent is required to deal with complaints from the public on a daily basis and on occasion must deal with people who are very irate.
- Work is subject to frequent demands and shifting priorities.
- May be required to work overtime and unusual hours to respond to emergency situations in a timely manner.

CONTACTS

Internal: Manager of Public Works Supervisor (daily)
 Operations (daily)
 Treasurer (weekly)
 Other senior staff (weekly / as needed)
 Administrative staff (weekly / as needed)
 CAO (monthly)

External: Representatives of OCWA (daily)
 Members of the public (daily)
 Suppliers and Contractors (daily)
 Other municipalities (weekly)
 Government agencies (weekly)
 Conservation Authorities (weekly)
 Other Municipal Water/Wastewater contacts (monthly)

Public Relations: Communication with members of the public (i.e.: general inquiries, public meetings, educational sessions, etc.).

REVIEW/APPROVAL

Current Incumbent(s):		Date:
Department Head:		Date:
CAO:		Date: