



## **Chief Operator – Water Systems**

**Full Time (40 hour work week)**

Salary: \$73,882 - \$88,234

Plus a comprehensive benefit package and OMERS pension plan

Applications are invited from qualified and interested candidates for the above-noted non-union position at the Water Treatment Plant and Distribution System in the Engineering & Infrastructure Department.

Reporting to the Supervisor, the Chief Operator is responsible for providing technical proficiency with the operation and maintenance of the Water Treatment Plant and distribution system. Must have a good working knowledge of computer software applications that are utilized to operate, maintain and report. The incumbent will have a team leadership role, develop work duties for employees and assume the duties of the Supervisor in his absence. This position is the Overall Responsible Operator (ORO) and must be available for after-hours calls.

A complete job description is included on the following page.

### Essential (Minimum) Qualifications:

- Two (2) year post-secondary diploma in Civil Engineering or environmental services field or related field of study. Equivalent combination of training and experience may be considered.
- Five (5) years' experience in Water Treatment Plant Operations and Water Distribution, including three (3) years of supervisory or lead hand experience.
- Valid Ontario Class III Water Treatment and Water Distribution Licenses are required, or ability to obtain the Class III licenses within twelve (12) months of hire.
- Thorough knowledge of all of the applicable legislation as it relates to a Class III Water Treatment and Distribution/Supply Subsystems.
- Strong communication skills, both verbal and written, superior interpersonal skills and the ability to manage and motivate staff using effective team building skills.
- Strong knowledge of computers and software applications (Microsoft Office Suite).
- Comprehensive knowledge of the Occupational Health and Safety Act.
- Capable of safely lifting 50 pounds.
- Valid Class G Driver's License.

The personal information submitted is collected under the authority of The Municipal Act and is protected under the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only. The municipality is an equal opportunity employer following the rules and regulations set out by the Human Rights Code and the Integrated Accessibility Standard Regulation. For applicants with a disability, accommodations are available upon request in the recruitment process should you be selected to participate.

Interested and qualified candidates must submit a cover letter and resume marked "Chief Operator – Water Systems" on/before 4:00 p.m. on Friday, January 28, 2022 to the following:

Human Resources Department  
City of Brockville  
P.O. Box 5000  
1 King Street West  
Brockville, Ontario K6V 7A5

email: [hr@brockville.com](mailto:hr@brockville.com)

The City of Brockville wishes to thank all applicants and advises that only those chosen for interviews will be contacted.



## CITY OF BROCKVILLE

### JOB DESCRIPTION

---

**POSITION:** Chief Operator – Water Systems

**DEPARTMENT:** Engineering & Infrastructure

**REPORTS TO:** Supervisor of Water Systems

---

#### **PURPOSE AND SCOPE:**

Reporting to the Supervisor, the Chief Operator is responsible for providing technical proficiency with the operation and maintenance of the Water Treatment Plant and distribution system. Must have a good working knowledge of computer software applications that are utilized to operate, maintain and report. The incumbent will have a team leadership role, develop work duties for employees and assume the duties of the Supervisor in his absence. This position is the Overall Responsible Operator (ORO) and must be available for after-hours calls.

#### **DUTIES AND RESPONSIBILITIES:**

Provides technical direction, team leadership and supervision to staff by:

- Providing technical proficiency with the operation and maintenance of plant equipment and have a good working knowledge of the computer software applications that are utilized to operate, maintain, and report.
- Exercising a team leadership role, developing work duties for employees and providing the Supervisor documentation for performance reviews.
- Supervising and directing staff activities, including recommendations regarding hiring, discipline, termination or advancement of employees.
- Planning and scheduling the daily work of treatment plant and distribution staff and monitoring progress.
- Planning and scheduling preventative and corrective maintenance repairs with staff and/or outside contractors.
- Providing training to assigned personnel in process control, equipment, computer systems, lab analyses, and safety.
- Writing and revising of Standard Operating Procedures, Contingency Plans, and reviewing with all Operation Staff as part of on-going training and development.
- Providing lead supervision in complex installation and repair work, such as overhauling major pumps or shutting down sections of the treatment plant process.
- Providing lead supervision of Contractors and ensuring that the City's Safe Work policies are communicated, related to the job site(s), and inspected during the Contractor Work Plan.

- Supervising and directing Contractors, Staff and Engineering resources for the Capital Equipment Replacement Program.
- Documenting safe work practices of employees and implementing safety and environmental changes and modifications at the plant; participating in updating safety programs, and the scheduling and tracking of safety training.
- Providing technical direction and resources to staff in the monitoring, calibration and regulation of water plant operations.
- Resolving emergency conditions resulting from system malfunction or source contamination.
- Ensuring compliance with all Regulatory, Certificate of Approval and all City of Brockville rules, policies and procedures.
- Maintaining appropriate work records and documents.
- Preparing reports on operations, equipment maintenance updates, and other technical or MOE required documents.
- Monitoring and controlling expenditures; approving equipment and supply purchases.
- Preparing cost estimates and submitting justification reports for budget requests.
- Responsible for the Inspection, Repair and Maintenance of all equipment used by the City in the Water Treatment and Distribution Facilities by performing and overseeing such tasks as:
  - Regular inspections of all facilities, according to a prescribed Maintenance Frequency Schedule, to locate potential failures and defects in equipment and process related structures.
  - Maintenance work as outlined by the frequency schedule, including but not limited to: lubrication schedules, oil change schedules, shaft and belt alignments, belt tensions, chain tensions, impellers, wear rings, etc.
- Safety Equipment Inspections such as SCBA equipment and tanks, safety harnesses, safety retrieval equipment, ropes, fire extinguishers, etc. for function and outside inspection frequency.
- Use of outside expertise in the areas of oil analysis, pump and motor overhauls, electrical upgrades, etc. to ensure that all equipment is operating and being maintained to current industry standards.
- Maintaining inventory of essential spare parts and equipment, and requisitioning materials and equipment as required.
- Supervising and co-coordinating any mechanical services by WPCC or other contractors, when so directed.
- Assisting the Supervisor in budget preparation for operating and capital, including the 10-year Capital Equipment Replacement program and quarterly Variance review.
- Protect own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety.
- Follow all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.

**Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.**

### **EDUCATION/SPECIALIZED TRAINING/SKILLS:**

#### **Essential (Minimum) Qualifications:**

- Two (2) year post-secondary diploma in Civil Engineering or environmental services field or related field of study. Equivalent combination of training and experience may be considered. Valid Ontario Class III Water Treatment and Water Distribution Licenses are required, or ability to obtain the Class III licenses within twelve (12) months of hire.
- Thorough knowledge of all of the applicable legislation as it relates to a Class III Water Treatment and Distribution/Supply Subsystems.

- Thorough working knowledge of the Occupational Health and Safety Act and safe work practices.
- Completed comprehensive Traffic Safety Training.
- Valid "G" class driver's license in the Province of Ontario.
- Excellent supervisory skills and competent in the interpretation and application of collective agreements, employment policies, regulations, acts and guidelines.
- Strong written and verbal communication skills, and excellent customer service skills.
- Knowledge of modern water treatment, physical and chemical treatment methods and practices; Regulations and Acts regarding Safe Drinking Water in Ontario; Disinfection Standards; Standard Operating Procedures for the facility and laboratory; Environmental Legislation and Best Practices.
- Operation and Maintenance of pumps, electric/diesel motors, valves, telemetry and SCADA systems.
- Demonstrated ability to examine and reorganize operations and procedures, formulate policy, develop, and implement new strategies and procedures.
- Thorough knowledge of equipment, vehicles and materials used in Water Treatment & Distribution and maintenance procedures.
- Ability to remain current with legislation, industry standards and best practices as well as demonstrate a commitment to continuous learning.
- Good understanding of policies, procedures, by-laws, Ministry guidelines, regulations and legislation related to public works activities.
- Advanced computer proficiency including thorough knowledge of Microsoft Office and database software.
- Ability to deal effectively with all levels of staff and government, consultants, contractors, the public and community organizations.
- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts and the ability to express ideas clearly and concisely with ease and confidence while representing the department in a professional, consistent, and positive manner.
- Demonstrated leadership and organizational awareness using critical thinking skills in decision making, with a realistic understanding of the issues and the impact of a decision on the department and the City as a whole.
- Demonstrated strong organizational skills and the capacity to multi-task in a fast-paced environment, responding with flexibility to changing priorities.
- Demonstrated ability to manage projects and timelines.
- Demonstrated ability to adhere to confidentiality while exhibiting discretion and good judgment.
- Demonstrated ability to be a team player who can establish and maintain effective working relationships with fellow employees, ratepayers, and the public.

## **WORK EXPERIENCE:**

### **Essential (Minimum) Qualifications:**

- Five (5) years of progressive experience in Water Treatment Plant Operations and Water Distribution including a minimum of three (3) years supervisory or lead hand experience preferably in a unionized environment.
- Experience developing, managing, monitoring, and analyzing budgets.
- Experience with contract management including overseeing and scheduling contractors.
- Demonstrated experience with staff supervision and strong leadership skills in a unionized work environment.

### **SUPERVISION:**

- Directly supervises unionized staff in Water Systems Division.

**WORK ENVIRONMENT:**

- Fast paced office environment.
- Regular outside work a requirement.
- Attendance at after hour meetings as required.
- Ability to respond after hours to emergency calls.

**Note:** The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The City of Brockville reserves the right to amend this position description at any time.