



THE CORPORATION OF NORFOLK COUNTY – JOB POSTING

Posting #: NU 10.24

Position: Supervisor, Water and Wastewater Operations

Job Code: 8WWSUP

Status: Permanent Full Time

Employee Group: Non-Union

Wage: \$80,454.00 to \$100,568.00 per annum (under review)

Division: Environmental and Infrastructure Services

Department: Environmental Services

Reports To: Manager, Water and Wastewater Operations

Location: Simcoe, ON (with in office and remote work as required)

Posting Period: February 14, 2024 – March 27, 2024

How to apply:

Follow the link below for the application process through Google Chrome or Microsoft Edge:

<https://apply.workable.com/j/44131BAF32>

- Ensure the file extension for your resume document is .doc, .docx or .pdf
- If you are electing to include a cover letter, the cover letter and resume must be uploaded as 1 file.

Find out more information about Norfolk County here: [Employment at Norfolk County - NorfolkCounty.ca](https://www.norfolkcountycanada.ca/employment)



Basic Function:

To provide day to day supervision of Norfolk County's Water and Wastewater Operations staff and systems in a cost effective and efficient manner while eliminating and minimizing interruptions to services. This position will also be required to participate in the Overall Responsible Operator (ORO) rotation.

Knowledge and Experience:

- Post-Secondary education, University or Community College in related discipline; i.e. Water and Wastewater, Environmental, Civil or related field of study.
- Certified Engineering Technologist or Certified Engineering Technician is considered an asset.
- Minimum 3 years of supervisory experience
- Provincial Certification: Water Treatment (Level 3), Water Distribution Level 2, and Wastewater Collection Level 2

Skills and Abilities:

- Good communication skills, both written and verbal for dealings with the public, contractors, provincial inspectors, consultants, employees, and the Union.
- Good interpersonal skills
- Proven ability to build effective relationships where you are required to establish credibility/rapport.
- Sound technical knowledge and administrative expertise. Ability to understand electrical, SCADA, electronics, flow devices, transmitters.
- Supervisory skills and a knowledge of human relations as well as working knowledge of Ministry of Labour Laws
- Proven mechanical aptitude and abilities. Have an understanding in water and wastewater processes and treatment options.
- Understanding of budgets
- Thorough knowledge of applicable legislation, eg. Occupational Health & Safety Act, Safe Drinking Water Act, Ontario Water Resources Act, and the Environment Protection Act, Ministry of Environment, Conservation and Parks (MECP) standards and guidelines.

- Knowledge of Environmental Protection Act in regards to spills and spill reporting requirements.
- To be able to deal with sensitive matters of urgency with the public with respect to water quality complaints and sanitary sewer concerns.
- Be proactive in adhering to and promoting Health and Safety practices.
- Computer expertise in corporate standard software (Microsoft Office) and department specific software to data search and entry and to create and modify word processed documents

Duties and Responsibilities:

- Perform ORO duties as assigned on a rotating basis.
- Provide day to day supervision of Norfolk County's water and wastewater operations staff.
- Provide leadership, motivation and guidance to staff as well as discipline when required.
- Provide input into capital projects related to water and wastewater infrastructure.
- Provide input into the operating and ten year capital budgets.
- Supervise operations / maintenance of Norfolk's 5 Municipal Drinking Water Systems consisting of water treatment plants and groundwater systems to provide safe and clean drinking water at the most efficient cost.
- Supervise operations / maintenance of Norfolk's Water Distribution Systems in seven (7) communities to ensure the safe and clean distribution of potable water.
- Supervise operations / maintenance of Norfolk's Wastewater Collection Systems in five (5) communities to ensure the wastewater collection system provides safe disposal of sewage for the environment and ratepayers
- Contribute to the preparation of purchasing processes and administration as needed
- Report adverse water samples to the Ministry of the Environment and Climate Change and Ministry of Health as required to fulfil the responsibilities of the ORO
- To provide input on new equipment for facilities.
- To provide a safe and healthy environment for employees, contractors, consultants and the public.

- Initiate and close out work orders as required
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The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education, transcripts preferred.

Thank you for your interest in this position. Only those to be interviewed will be contacted.