

Supervisor, Water Treatment Maintenance

Why Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

Position overview

We are hiring for the position of Supervisor, Water Treatment Maintenance. Reporting to the Manager, Water Operations, the successful candidate will be responsible for the daily maintenance of the water supply and treatment systems for the division and provide leadership to a team of maintenance staff who ensures proper operating conditions for equipment and facilities.

Key duties and responsibilities

- Plan, administer, delegate, supervise, and direct the daily work of supply maintenance team members.
- Provide visible and positive leadership to staff consistent with the commitments of developing and nurturing a work environment that is inclusive, respectful and motivating for staff.

- Develop and supervise a comprehensive treatment and supply operations maintenance management program to ensure an adequate and reliable water supply.
- Develop and supervise a comprehensive maintenance management program for Water Services buildings and properties to support departmental operations and infrastructure best practices.
- Support the implementation of Maximo within Water Services and the continuous improvement of related asset records, work processes and reporting.
- Collaborate with Compliance, Quality Management, and Health and Safety to ensure compliance and conformance with all applicable legislation and internal drinking water quality management system requirements. Participate in MECP inspections and DWQMS audits.
- Ensure maintenance staff receive adequate training to maintain MECP certifications, trade licensing and safely perform job duties.
- Develop annual operating budgets, monitor operating expenditures, and complete related variance reports; assist with the development of annual capital budgets and operating and capital multi-year forecasts.
- Implement quality customer service initiatives and respond to internal and external customer complaints and requests for information.
- Support treatment maintenance related emergency response activities and participate in departmental emergency response planning.
- Assist with capital planning and support the implementation of related capital upgrades and studies.
- Support internal benchmarking and continuous improvement initiatives.
- Supervise procurement of major services, materials, supplies, and equipment, develop and support service agreements and contracts, prepare Tenders, RFP's, RFQ's and manage increases in scope to existing projects.
- Prepare reports and memorandums for customers, staff, management, and Council as well as SOPs, technical specifications, and work instructions.
- Participate on the management on-call roster.
- Where possible, act as the system Overall Responsible Operator on a rotating basis.
- Perform other related duties as assigned.

Qualifications and requirements

- Completion of post-secondary education in Mechanical Engineering Technology or related discipline or college level apprenticeship program in a mechanical, electrical or instrumentation.
- Considerable experience in maintenance and preventative maintenance in a production and/or operational environment, preferable in a water related field.
- Valid Class I Water Treatment Subsystem Certificate with the ability to obtain a Class II Certificate within 60 months of date of hire.
- Experience supervising staff or leading work teams, preferably in a unionized environment.
- Must possess a valid Class G driver's licence with a good driving record. Successful candidates will be required to provide a current driver's abstract prior to their start date to confirm their licence is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets the requirements.
- Knowledge of Waterworks industry (water supply, treatment and distribution) and Municipal and Provincial regulations related to water supply system operations and maintenance,

regulatory and environmental compliance, Health and Safety compliance and Collective agreements.

- Considerable knowledge with maintenance principles, practices, concepts and options, including all areas within maintenance planning, scheduling, coordination and optimization.
- Ability to develop and/or maintain a preventative maintenance program.
- Ability to develop and overseeing a CMMS (Computerized Maintenance Management System).
- Knowledge of work related to water supply and treatment equipment maintenance, building, property maintenance and water distribution systems.
- Excellent communication skills with the ability to communicate with all levels of staff, stakeholders, the media, and the general public.
- Intermediate computer skills in Microsoft Office (Word, Excel, and Outlook).
- Experience utilizing a variety of computer software programs such as CMMS / WMS (Computerized Maintenance Management Systems / Work Management Systems).
- Knowledge of the Occupational Health and Safety Act and other applicable legislation and specifications.
- Excellent project management skills, with the ability to manage multiple priorities.
- Candidates with an equivalent combination of education and experience may be considered.

Pay/Salary

Non-Union Grade 6: \$91,567.41- \$114,459.27

How to apply

Qualified applicants are invited to apply using our **online** application system by **Tuesday, April 2, 2024**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.