



About the City of Hamilton

Contribute to the City of Hamilton, one of Canada's largest cities - home to a diverse and strong economy, an active and inclusive community, a robust cultural and dining scene, hundreds of kilometres of hiking trails and natural beauty just minutes from the downtown core, and so much more. Join our diverse team of talented and ambitious staff who embody our values of sensational service, courageous change, steadfast integrity, collective ownership and being engaged empowered employees. Help us achieve our vision of being the best place to raise a child and age successfully. **#BeTheReason**

JOB POSTING

JOB ID #: 30614

Process Supervisor
Public Works / Hamilton Water
700 Woodward Avenue

NUMBER OF VACANCIES: 1

UNION/NON-UNION: CUPE Local 1041

HOURS Of WORK: 40 hours per week

GRADE: 5

SALARY/HOUR: \$49.086 - \$54.540 per hour

Note: See appropriate Collective Agreement or the Non Union Salary Range for details.

STATUS/LENGTH: Full-Time Permanent

JOB DESCRIPTION ID #: 5447

SUMMARY OF DUTIES

Reporting to the Plant Operations, Superintendent ensures the supervision and administration of the day-to-day operations of the water treatment plant, wastewater treatment plants, municipal wells, and water/wastewater pumping stations, reservoirs and CSO tanks within the City of Hamilton and maintains regulatory compliance.

GENERAL DUTIES

Directs and supervises Water/Wastewater Operators in the performance of their duties.

Supervises and administers the operation of the above facilities to ensure an effective treatment and service distribution.

Ensures that plant-operating conditions, logs, records, etc., are maintained in accordance with established procedures, which also includes; preparation, updates and review of operating procedures.

Supervises recording of data and assists in the preparation of monthly, annual and ad hoc reports.

Updates the Plant Operations management of continuing abnormal conditions, breakdowns, malfunctions or similar problems that may become evident from time to time.

Monitors, controls/adjusts, supervises and administers changes to plant operating conditions on the basis of calculations, information provided by operators, plant operating data, laboratory test results and through the utilization of a SCADA process control system.

Prepares and verifies vacation schedules, time sheets, and absence reports and work orders. Controls and minimizes overtime.

Communicates and coordinates with the Plant Maintenance and Technical Services section in setting priorities to maximize process equipment efficiency and operations.

Ensures all operations are carried out safely and efficiently in accordance with Provincial regulations and City health and safety policies.

Participates in the selection and training of new and existing employees and ensures adequate training is provided to staff to meet regulatory requirements and City objectives.

Participates in labour relations matters by attending interviews/meetings as required.

Maintains discipline by counselling employees, documenting incidents and ensuring ongoing compliance.

Assists Plant Operations management in the preparation of operating budgets and provide information for capital budgeting purposes. Coordinates plant operations with contractors and consultants to accommodate project needs, while minimizing impacts on the performance of the facilities.

Responds to complaints and inquiries from representatives from the general public, industry or regulatory agencies.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Proven experience and knowledge of applicable process theories, practices and trends in a production environment, including operations, maintenance and administration, normally acquired by attaining a degree or diploma in engineering or a relevant discipline or an equal combination of education and related work experience.
2. Must hold and have obtained (by examination) a current Ontario License at:
 - A Level III or greater Wastewater Treatment Operation, Certificate of Competency, AND/OR
 - A Level III or greater Water Treatment Operation, Certificate of Competency
3. Must be able to obtain by examination:
 - An Ontario Level IV Wastewater Treatment Operation, Certificate of Competency
 - An Ontario Level IV Wastewater Collection Operation, Certificate of Competency
 - An Ontario Level IV Water Treatment Operation, Certificate of Competency
 - An Ontario Level IV Water Distribution Operation, Certificate of Competency
4. Undertakes all assigned duties in a safe and professional manner, complying with City of Hamilton Safety Policies, and in accordance with the Occupational Health & Safety Act, WHIMS and all other applicable legislation.
5. Extensive experience in the municipal water or wastewater treatment industry. Proven knowledge, experience and proficiency to operate a complex water and wastewater treatment system.
6. Preference will be given to candidates with proven supervisory experience and the demonstrated ability to provide leadership in a unionized environment.
7. Preference will be given to candidates with proven working knowledge of computer software applications, such as MS Office, Word, Excel, Outlook, SCADA or ability to obtain.
8. Must be self-motivated and capable of working independently and as part of a team.
9. Must be able to work shifts, report on-call outside normal work hours and report to various work sites.
10. Must hold a valid Class "G" driver's license.

***THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**

NOTE: As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Criminal Record and Judicial Matters Check (CRJMC), at their own expense, prior to beginning work in this position.

Disclaimer:

Be advised that Human Resources frequently audits resumes of internal/external applicants to ensure/validate information provided is consistent and trustworthy. Falsification of information provided at any time throughout the recruitment process may be grounds for disqualification, and for internal applicants, subject to discipline up to and including termination.

Terms:

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, the City of Hamilton is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The City will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.

We invite you to visit the departmental webpage to obtain further information on the culture and business of this department.

The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace.

It is the responsibility of the applicants to ensure that their application reaches Human Resources by the closing date or they may not be considered. It is also the responsibility of applicants to supply qualifications, licenses and related experience relevant to the qualifications outlined above for this competition as directed. On the basis of the criteria set out above, this posting is open to all applicants.

The statements made by me are true, complete and correct to the best of my knowledge. I understand that any falsification of statements, misrepresentations, deliberate omission or concealment of information may be considered just cause for discipline, up to and including termination for internal applicants and disqualification for external applicants.

Please apply on or before: Wednesday, December 4, 2024 at 4:00pm at www.hamilton.ca/careers and reference Job ID: 30614.