

Supervisor, Plant Maintenance Wastewater Services

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, Plant Maintenance Wastewater Services. Reporting to the Manager, Operations Wastewater Services the successful candidate will be responsible for the maintenance of the City's Water Resource Recovery Centre as well as the associated assets and infrastructure for the wastewater collections system. As the leader of the maintenance team, the Supervisor, Maintenance will plan, schedule, organize, and support a work team comprised of skilled personnel, engaged in the maintenance of wastewater treatment and wastewater collection systems.

Key duties and responsibilities

- Plan, administer, delegate, supervise, and direct the daily work of wastewater 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 collection operations maintenance management program to ensure an adequate and reliable wastewater collection and treatment.
- Assist and support moving toward more predictive and preventive maintenance and less reactive maintenance where feasible.
- Works closely with peers across the division (i.e. the supervisors of wastewater treatment and collection and SCADA and CMMS specialists, project managers, etc.) to ensure continuity and execution of work plans.
- Monitors assigned work activities to ensure compliance with all applicable Federal, Provincial Acts and regulations, City's by-laws, policies and procedures.
- Develop and supervise a comprehensive maintenance management program for Wastewater Services assets, buildings and properties to support divisional and departmental operations and infrastructure best practices.
- Support the implementation of corporate ERP and EAM initiatives within Wastewater Services and the continuous improvement of related asset records, work processes and reporting.
- Collaborate with CMMS, Compliance, Quality Management, and Health and Safety specialists to ensure compliance and conformance with all applicable legislation and internal Wastewater Management System (WWMS) requirements. Participate in MECP inspections and WWMS audits.
- Ensure maintenance staff receive adequate training to maintain competency, MECP licensing, 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, service requests and requests for information.
- Support treatment and collection maintenance related emergency response activities and participate in departmental emergency response planning.
- Assist with capital planning, studies, design, construction, execution and commissioning.
- Support internal benchmarking and continuous improvement initiatives.
- Supervise procurement of services, materials, supplies, and equipment, develop and support service level agreements, contracts and tenders.
- Review and evaluate capital RFPs, RFQs and respond to RFIs as directed.
- Assist in preparing reports and memorandums for customers, staff, management, and Council as well as SOPs, technical specifications, and work instructions.
- Participates in the wastewater services management on call rotation.
- Perform other related duties as assigned.

Qualifications and requirements

- Completion of a college level apprenticeship program in a mechanical, electrical or instrumentation or post-secondary education in Mechanical or Electrical Engineering or related field. Candidates with an equivalent combination of education and experience may be considered.
- Considerable experience in inventory management, maintenance, and preventative maintenance in a production and/or operational environment.
- Experience supervising staff or leading work teams, preferably in a unionized environment.
- Experience utilizing a variety of computer software programs such as CMMS / WMS (Computerized Maintenance Management Systems / Work Management Systems).

- Possess a MECP OIT Wastewater Treatment and Wastewater Collection License or the ability to obtain.
- Excellent communication skills, with ability to communicate effectively with staff, contractors and the general public.
- Excellent problem-solving techniques and the application of good judgment consistent with industry “best practices.”
- Excellent motivational and team building skills.
- Excellent organizational skills with the ability to manage multiple priorities and timelines.
- Knowledge of all applicable provincial and federal legislation and regulation, including the Occupational Health and Safety Act and other applicable legislation and specifications.
- Advanced skills in Microsoft Office (Word, Excel, and Outlook).
- Knowledge of budget preparation processes and control.
- Knowledge of Supervisory Control and Data Acquisition system (SCADA).
- Knowledge of Programmable Logic Controls.
- 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.
- Previous experience in a Water/Wastewater environment would be an asset.

Hours of work

35 hours per week, Monday to Friday, between the hours of 7:00 a.m and 3:00 p.m.

Pay/Salary

Non-Union Grade 5 Rate: \$83,938.40- \$104,923.00

How to apply

Qualified applicants are invited to apply using our **online** application system by **September 28, 2025**. 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.