

SUPERVISOR – LIQUID WASTE SERVICES FACILITIES

The City of Campbell River is seeking an experienced Supervisor Liquid Waste Services Facilities to join our integrated Liquid Waste Services team.

Come Work and Play in Campbell River - Located on Vancouver Island, surrounded by the ocean and majestic mountains, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. From summer markets and street events to an active arts and culture community to year-round, world-class recreational opportunities, the Campbell River lifestyle is unparalleled.

The role: As part of the integrated liquid waste services team and reporting to the Liquid Waste Services Manager, you will be responsible for the operation and maintenance of the City's Level III Wastewater Treatment Plant and Collections Facilities (i.e. lift stations and other non-linear assets) including repairs, preventive maintenance programs, investigations and customer service requests and concerns. The work involves planning and implementing assigned daily tasks, and directing and supervising the work of operators, labourers, and various contractors performing work on the City's wastewater treatment and collections system.

To be successful in this role, you will have:

- Current Level 3 EOCP certification in Municipal Wastewater Treatment
- Current Level 2 EOCP certification in Wastewater Collections
- A diploma in wastewater related studies; or a relevant Trades certification; or an equivalent combination of education, training and experience including courses in leadership and project management.
- Minimum 4 years' progressive experience in a wastewater operations role including treatment and collections facilities for a Class II or higher facility within the past 6 years.
- Minimum 3 years of supervisory experience in a wastewater discipline, supplemented with supervisory training, within the past 7 years.
- Minimum 3 years' experience in project management.
- Possess and maintain a valid BC Class 5 Drivers' Licence

The current rate of pay for this permanent full-time CUPE bargaining unit position is **\$42.33 per hour** based on a **40-hour** work week and includes a comprehensive benefits package. ***This position is eligible for flexible work arrangements which may include a compressed work week schedule, earned days off or varied hours.***

Please see the attached job description for more information on the duties and necessary qualifications for this position.

This posting closes on Monday, August 5, 2024

Please send your resume with covering letter, quoting **Competition EXT-24-064** to:



Email: careers@campbellriver.ca

Human Resources Department
City of Campbell River
301 St. Ann's Road
Campbell River, BC V9W 4C7

We thank all applicants, however, only those selected for interviews will be contacted.

SUPERVISOR LWS FACILITIES (Liquid Waste Services)

Approval Date: June 2024**Department:** Utilities - Liquid Waste Services IAFF CUPE Management**Title of Management Supervisor:** Liquid Waste Services Manager

General Accountability:

Purpose and Scope

Reporting to the Liquid Waste Services Manager, the Supervisor LWS Facilities is responsible for planning and implementing assigned daily tasks, and for assigning and supervising the work of operators, labourers, and various contractors performing work for the City's wastewater treatment and collections system. The Supervisor LWS Facilities is responsible for the Level III Wastewater Treatment Plant (WWTP) operations and maintenance including daily operations and regulatory compliance. The Supervisor is also responsible for the ongoing operation and maintenance of the lift stations and other non-linear assets in the collection system as assigned.

The Supervisor provides estimates for work projects, prepares, and submits reports to various regulating agencies, reports regularly on work status, develops, and maintains predictive and preventative maintenance programs, recommends strategies for improving work efficiency, conducts investigations and responds to customer service requests and concerns.

Nature and Scope of Work

- Supervises, plans and assigns work to a group of technical, skilled and semi-skilled employees and contractors to ensure the City's various wastewater operational functions meet all regulatory requirements.
- Determines the materials and tools required for daily assignments.
- Prepares and implements work schedules in concert with other Supervisors and their respective crews/activities.
- Prepares short term plans to ensure integrity of the City's wastewater infrastructure.
- Assists in the development of short and long-range plans for maintenance programs and annual budget for relevant area.
- Oversees and mentors other operators in technical and supervisory skills needed for the Department's short to medium term operational requirements. Monitors and inspects work of City staff, contractors, and consultants to ensure regulatory requirements and City and industry standards are met.
- Ensures all work on infrastructure is documented in the city's infrastructure database.
- Strives to ensure that the wastewater infrastructure is kept at a high level of performance by monitoring and directing work orders and maintaining daily work and safety logs.
- Recommends and initiates measures to improve work methods, service to the public, equipment performance and product quality.
- Liaises with other government and utility agencies to ensure all safety, environmental and licensing procedures and requirements are met and rigidly adhered to.
- Maintains safe work areas and develops/updates/implements safe work/standard operating procedures.
- Conducts Field Level Hazard Assessments, and tailgate and/or project safety crew meetings to ensure all hazards in each workplace are identified, understood and addressed.
- Ensures all City Policies, WorkSafeBC and WHMIS regulations are strictly adhered to.
- Assists in the identification of training needs for staff development and provides training to new staff.
- Prepares estimates for assigned tasks and projects and assists in the compilation of daily cost accounting information.

- Provides technical advice and expertise to other City staff, hired contractors and consultants.
- Answers and responds to public inquiries and complaints through the service request process.
- Prepares technical reports and correspondence as required.
- Makes presentations to crews, peers, senior staff, and the general public, as required.
- Responds to off-shift and emergency calls and shift work as required.
- Other related duties as assigned.

Necessary Qualifications

Knowledge:

- Working knowledge of department's role within the City's organizational structure.
- Thorough knowledge of basic and applied math, applied science, electrical & hydraulic concepts, maps and plans.
- Thorough knowledge of support systems such as motors, pumps, generators, valves, control systems.
- Thorough knowledge of WWTP operations including aerobic digestion, oxidation ditches, clarifiers, lab testing and sampling and SCADA control systems
- Thorough knowledge of lift station operations including pump capacities, generators, power management, float based and SCADA control systems.
- Thorough knowledge of current industry maintenance standards and practices.
- Working Knowledge of construction standards and contracts (e.g. MMCD).
- Thorough knowledge of WorkSafeBC regulations and safe work procedures.
- Thorough knowledge of all relevant manuals, guidelines, procedures, City policies and bylaws.
- Extensive knowledge of applicable technical aspects and hands-on experience of current methods, materials, tools and equipment as they relate to the City's infrastructure.
- Knowledge of City purchasing policies and processes.
- Knowledge of cost estimating methods and budgeting.
- Knowledge of general office procedures, composition of letters and customization of relevant documents.
- Knowledge of fundamentals of accident prevention.
- Knowledge of manpower, equipment and materials required to complete tasks in responsibility area.

Skills:

- Strong leadership skills in safety, supervision, planning and organizing.
- Strong teambuilding skills.
- Effective written, including technical report writing, and oral communication skills.
- Strong analytical and problem solving skills.
- Diligent safe work habits and practices.
- Effective and courteous interaction with the public, other agencies and internal departments.
- Possess the mathematical skills necessary to perform complex calculations.
- Effective conflict resolution skills.
- Excellent organizational and time management skills.
- Skilled in preparing cost estimates and work schedules.
- Proficiency with Microsoft Office Suite including Word, Outlook and Excel.
- Proficiency in other departmental specific software program (e.g. , SCADA, Cartegraph, Horizon, ARCGis etc), or demonstrable knowledge and proficiency with related or similar software

Abilities:

- Ability to provide an effective leadership role within a proactive team environment.
- Ability to work under general direction only, exercising considerable independence and initiative in the execution of duties.
- Ability to effectively and efficiently multi-task, plan and manage workloads, set and change work priorities with little or short notice, and meet deadlines.
- Ability to oversee and direct City crews and technical operators.
- Ability to prepare cost estimates and work schedules.
- Ability to proficiently read and understand maps, plans, and construction and technical drawings.

- Ability to exercise sound judgment and provide solutions to problems that arise.
- Ability to develop and maintain effective working relationships.
- Ability to tactfully deal with the public.
- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
- Must have sufficient physical strength and ability to perform work.

Education:

- Two (2) year Diploma from a recognized technical school (e.g. BCIT) in wastewater related studies; **OR**
 - Have a Journeyman Trade in a field related to wastewater services; **OR**
 - An assessable equivalent in education, training and experience; including the successful completion of a course (accredited course or a course of 25 hours or more in duration from an accredited school or program) in each of the following:
 - Management & Leadership Skills
 - Project Management

Training/Certifications:

Must Have When Applying for Position:

- Level 3 EOCP certification in Municipal Wastewater Treatment (in good standing with EOCP), or equivalent certification from another Canadian jurisdiction with current eligibility for Level 3 Municipal Wastewater Treatment under EOCP guidelines.
- Level 1 EOCP certification in Wastewater Collections (in good standing with EOCP), or equivalent certification from another Canadian jurisdiction with current eligibility for Level 1 Wastewater Collections under EOCP guidelines.
- Eligibility to obtain Level 2 EOCP certification in Wastewater Collections within 1st year.
- Must possess and maintain a valid class 5 drivers' licence and produce and maintain a clean driver's abstract, as per City policy.
- Certificate in leadership from a recognized post-secondary institute.
- Must possess a willingness to participate in training sessions to develop or enhance required skills.

To Be Obtained on the Job:

- Level 2 EOCP certification in Wastewater Collections within 1st year.
- WHMIS Training.

Experience:

- Minimum three (3) years of supervisory/leadership experience in wastewater discipline, supplemented with supervisory training, within the past seven (7) years.
- Minimum four (4) years progressive experience in a wastewater operations role including treatment and collections facilities for a Class II or higher facility within the past six (6) years.
- Minimum of three (3) years' experience in project management including assisting with the planning and implementation of project plans; overseeing the construction of minor capital projects; and leading staff and contractors involved in the projects.

Preferred Criteria (External Postings Only)

- Experience operating and maintaining a comparable wastewater system.
- Eligible for certification as a CTech or an ASCT with the Applied Science Technologists and Technicians of BC
- Level 3 or higher EOCP certification in Municipal Wastewater Treatment
- Level 2 or higher EOCP certification in Wastewater Collections.

Unusual Working Conditions

- May be required to work in inclement weather.
- May come into contact with live sewage.
- Emergency callouts and shift work as required.