

**CITY OF FORT ST. JOHN
POSITION DESCRIPTION**

Class Title: Utilities Treatment Supervisor
Department: Public Works & Utilities
Date: May 2024

NATURE AND SCOPE OF WORK

The Utilities Treatment Supervisor performs a variety of administrative, supervisory and skilled tasks and assists the Utilities Superintendent in the planning, implementation, evaluation, operation, maintenance and repair of water and wastewater treatment facilities and systems. The Utilities Treatment Supervisor is responsible and accountable for the safe and efficient operation of the treatment plants, pumping, dispensing and lift stations, reservoirs, lagoons, micro hydro generating station, reclamation facility and the automated water metering system.

Work typically involves making daily operational decisions, performing maintenance duties, supervising and directing staff in order to maintain quality that meets or exceeds all compliance criteria outlined in City's Operating Permits, Certificates, Bylaws and all applicable Provincial and/or Canadian Legislation.

Ability to work flexible hours, including days, evenings and weekends is required. May be required to respond to after-hours callouts.

SUPERVISION RECEIVED

Works under the direct supervision of the Utilities Superintendent. May report to the Director of Public Works for special projects and assignments.

SUPERVISION EXERCISED

Supervises assigned Public Work staff and contractors working in the department.

KEY RESPONSIBILITIES

- Supervises and directs assigned staff on the Utilities Treatment Team, ensuring policies and procedures are adhered to, as well as plans, schedules, assigns, and monitors work.
- Participates in employee performance appraisals, identifies and recommends training, and may participate in staff selection.
- Monitors the SCADA system through observation of gauges, meters, and control panels to establish accurate system demand requirements and makes adjustments in plant production rates accordingly, maintaining control of flow, chemical feed rates, processing of water, residuals, and finished water effluent.
- Visually inspects treatment, distribution and collection equipment to ensure proper functioning, troubleshoots sophisticated control systems, and takes corrective action when required.

- Compiles data, prepares electronic reports and completes logs detailing plant operation, ensuring accurate completion of operational, maintenance, lab, and other records necessary to ensure all approval and plant process requirements are met.
- Liaison with Provincial and Federal regulators as to the compliant operation of the water and wastewater facilities.
- Arrange and coordinate shutdowns, start-up, and process changes.
- Utilizes and obtains proficiency in a variety of types of computer software and mobile device applications.
- Performs and coordinates daily, weekly, monthly, and annual maintenance, including preventative maintenance on plant systems and equipment, while ensuring plant cleanliness and observing proper lockout and confined space procedures.
- Conducts daily laboratory analysis, maintains lab inventory, and performs numerous complex calculations related to chemical treatment.
- Receives, loads, and unloads chemicals, changes chemical tanks, and responds to emergency chemical leaks.
- Performs unscheduled maintenance work as required outside of regular working hours and for short-term absences to ensure 24-hour plant coverage.
- Assists in the training of new operators and other water treatment plant staff, and ensures by written and verbal communication that administrative and maintenance personnel are kept informed regarding the plant's operational and mechanical status.
- Assists with the development and administration of safety programs, risk assessments, safe work procedures and safety training records and ensures that safe work practice and occupational health and safety guidelines are adhered to for the staff contactors and visitors.
- Participates in budget assessment, budget control, and forecasting, and researches, completes and/or advises on capital projects
- Promotes awareness of environmental issues for the general public and conducts tours of the plant.
- Updates all Emergency Response Plans as necessary.
- Make recommendations on technical matters to supervisors and operators to optimize treatment efficiency and effluent quality standards.
- Maintains and updates databases related to plant safety and equipment maintenance, including drawings and schematics.
- May serve on various employee committees.
- Performs other related duties as assigned.
- Contributes to a positive work environment by modelling a respectful workplace, as per City policy.
- Adheres to the Contractor Coordination program for all contractors coming on City sites. Monitors and inspects contractors' work, evaluates their performance, and ensures deficiencies are corrected.
- Complies with the organizational safety program and ensures that all WorkSafe and other legislative safety requirements are met. Reviews all accidents and incidents and recommends changes necessary to ensure a safe environment for all staff and participants. Provides safety orientations to new employees, delivers safety crew talks and tailgate meetings for fieldwork as required.

PERFORMANCE FACTORS

- Knowledge, Ability and Skills
- Customer Service
- Quantity of Work
- Cooperation
- Reliability
- Attendance and Punctuality
- Compliance
- Health & Safety

REQUIRED QUALIFICATIONS, LICENSES, CERTIFICATES & REGISTRATIONS

- Completion of high school education or equivalent
- Seven (7) years of experience in a water and wastewater treatment facility, or an acceptable equivalent combination of education and experience.
- Minimum of two (2) years' of supervisory experience
- Valid Class III BC Water Treatment Plant Operator Certificate
- Valid Class II BC Wastewater Treatment Plant Operator Certificate
- Valid British Columbia Cross Connection Control Certificate
- Valid Confined Space Entry Certificate
- Completion of an accredited Supervisory Skills Certification Program
- Valid Class 5 BC Driver's License
- Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities.
- Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.
- Ability to establish and maintain effective preventive maintenance programs, policies and procedures.
- Ability to communicate effectively verbally and in writing
- Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.
- Ability to operate heavy equipment for road testing and checking the components.
- Ability to work in a team environment.
- Demonstrable ability to effectively use computer applications related to the position and duties (WORD, Excel, Outlook).
- Excellent interpersonal skills and demonstrated ability to handle a complex and varied workload
- Exemplary customer service skills
- Ability to exercise sound judgment in the interpretation and application of related policies and procedures

TOOLS AND EQUIPMENT USED

Motor vehicles, generators, pumps, gauges, valves, standard hand and power tools, shovels, wrenches, detection devices, mobile radios, phones, calculators, computers and a variety of lab equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and the work environment is occasionally moderately loud and/or exposed to wet and humid conditions.

GENERAL

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This is a position in the BC General Employee's Union.