



UTILITIES MANAGER

Loyalist Township is a growing community of over 17,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. The Corporation of Loyalist Township was formed in 1998 through the amalgamation of the former Township of Ernestown, the Township of Amherst Island and the Village of Bath.

Loyalist Township invites applications for the following permanent, full-time position:

File No: LT-42-2019 - Utilities Manager
Hours: 35 per week
Salary: \$98,352.80 - \$113,404.20
Closing: August 8, 2019 at 4:00 p.m.

Please electronically submit your cover letter and résumé, clearly indicating how your skills and experience are aligned with the position expectations, and mark with the file number to: jobs@loyalist.ca. For more information regarding this position, including required qualifications, please refer to job description below or visit our website at www.loyalist.ca under the Employment section. As a condition of employment, the successful candidate must consent to a driver's record search and a Criminal Records Background Check (CPIC).

**LOYALIST TOWNSHIP
JOB DESCRIPTION**

<u>POSITION TITLE:</u>	UTILITIES MANAGER
<u>IMMEDIATE SUPERVISOR:</u>	Director of Economic Growth & Community Development Services
<u>RESPONSIBLE FOR:</u>	Management of Utilities Division (water and wastewater operations)

Position Summary

- Responsible for providing leadership and strategic direction for the Utilities Division, for the operation and maintenance of water and wastewater systems. Management and supervision of all utilities' personnel, hired equipment suppliers, consulting engineers and contractors engaged in the operation, maintenance and improvement of the Township Utilities Division.
- Responsible to develop and manage the operating and capital budgets for all operating expenses and infrastructure assets within the Utilities Division.
- Responsible to plan, coordinate, direct and monitor a multidisciplinary team of staff to ensure that water and wastewater treatment, distribution and collection facilities and networks operate at the highest level of efficiency, while maintaining quality, current demand, and environmental goals, and that full compliance with all federal and provincial laws, bylaws, and resolutions of Township Council are met.
- The Manager will build relationships, resolve conflicts, and promote collaboration, internally and externally, to Water and Wastewater Operations.
- The position requires both indoor and outdoor work, as well as additional work outside of regular office hours for attendance at Council and public meetings, as required, and to respond to operational situations.

Qualifications and Experience:

Education, training and experience:

- A degree in engineering and eligible to be registered as a Professional Engineer in Ontario, or an equivalent combination of education and experience is preferred.
- Minimum 3 years management or operational experience with potable water and wastewater systems or 5 years' experience in related environmental field.
- Must possess and maintain a valid driver's license, Class 'G'.

Thorough knowledge and working understanding of:

- Water and wastewater treatment operations and process control techniques.
- Ontario Safe Drinking Water Act and regulations.
- Environmental Protection Act and regulations.
- Occupational Health and Safety Act and regulations, WHMIS.
- Ontario Water Resources Act and regulations.

- Related legislation.
- Computer spreadsheet, word processing, internet and database applications.

Competencies and Skills:

- Manage and develop a number of employees with a wide variety of skills, education, temperaments and personalities.
- Strategic thinking and demonstrated experience shaping and implementing divisional and corporate vision, mission, and values, as well as corporate strategies.
- Must have a high degree of computer competency in a variety of applications.
- Must have demonstrated capabilities in the management of technical projects.
- Must be skilled in oral and written communications and use of tact when meeting the public.
- Must be able to work effectively with internal and external contacts.
- Meet established deadlines in a dynamic work environment with shifting priorities.
- Must be able to deal effectively with multiple demands and conflicting priorities.
- Demonstrated flexibility and organizational skills in dealing effectively with shifting priorities, based on urgency and importance.
- A strong understanding of risk assessment and risk management.
- Ability to make accurate and timely decisions under stressful conditions.
- Experience and sound knowledge of budgeting and budget monitoring.
- Must be able to plan, implement, control and complete projects as assigned with minimal supervision.
- Must be able to apply scientific methods to carry out technical studies and solve process problems.
- Must be able to perform research on topics and analyze findings leading to positive decision making.
- Ability to develop effective working relationship, maintain confidentiality, strong mediation and conflict resolution skills, and ability to act with tact and diplomacy during difficult and politically sensitive situations.
- Excellent interpersonal skills and strong verbal and written communication skills delivered in a professional manner, ensuring accurate information is conveyed.
- Proven ability to lead and develop individuals and teams towards a common purpose, set clear expectations and direction.
- Supervisory and leadership experience, preferably in a unionized environment, strong liaison skills, and the ability to work independently, as part of a team and as a team leader.

Major Responsibilities:

1. Personnel Management

- Apply knowledge of the political, legislative, regulatory, and other trends analysis, effectively communicate goals and objectives of the division and work groups.
- Assign tasks and communicate objectives and guidelines to staff, and monitor attainment of these objectives by various methods, including regular reviews and meetings.
- Conduct performance evaluations on employees.
- Act under delegated authority with regard to hiring, suspension and discipline, and recommend staff for advancement.

- Prepare and review job descriptions.
- Review attendance and take appropriate action in the case of problem employees.
- Deal with union officials as needed to resolve conflicts or problems and handle the first step of the grievance procedure.
- Promote health and safety as a corporate overarching goal and utilize strategies to ensure health and safety is integrated in Loyalist Township culture.
- Review and investigate all assigned employee/equipment accidents, and make recommendations on any action that is warranted, as a result of such investigation, either disciplinary or corrective.
- Supervise operations staff in the absence of the Utilities Supervisor/ Operator.

2. Compliance – Regulatory

- Ensure the necessary resources are available for the continued operation of the Quality Management System under the Safe Drinking Water Act.
- Ensure that necessary reports and statistical data are accurately recorded and submitted for analysis on a continuous basis, complete and forward required reports.
- Liaise with the Ministry of the Environment regarding the operational compliance of the Township's potable water and wastewater systems, and any other matters under this Ministry's jurisdiction.
- Liaise with the Ministry of Health regarding safety of the drinking water and any other matter under this Ministry's jurisdiction.
- Develop, monitor and record training program to meet compliance requirements.

3. Operations Management

- Ensure that all assets of the department are included in the Township's asset management plan and regularly maintained and inspected.
- Ensure that all operations of the division are compliant with legislated requirements or take appropriate actions when systems are non-compliant.
- Ensure that adequate policies, procedures, bylaws etc., are in place with respect to the operations of the Utilities Division to meet compliance requirements.
- Responsible for the review of all submissions to the regulating authorities and management and maintaining the submission schedule requirements.
- Responsible for the supervision and scheduling of the Utilities Compliance Supervisor, Utilities Supervisor/Operators, coordinate the operations of Utilities Supervisor/Operators in the planning and scheduling of work, and sharing of equipment and labour.
- Responsible to ensure the equipment and preventive maintenance program and continual improvement of maintenance programs for all divisional equipment and vehicles, is developed and operational.
- Ensure that the necessary administrative and legislated records are provided for all operations, maintenance and construction work.
- Provide technical support to operations staff.
- Investigate complaints or enquiries and take appropriate action to correct unsatisfactory performance or situations within the area of responsibility and attempt to restore good public relations.
- Provide backup support in the absence of the Utilities Compliance Supervisor, and Utilities Supervisor/Operators.

- Prepare written reports for the Director of Economic Growth & Community Development Services on relevant departmental topics as requested.

4. Administration

- Inform the Director of Economic Growth & Community Development Services of all Utilities Division's needs and develop the capital program and annual operating and capital budgets, and recommend staffing, materials and equipment requirements.
- Develop tenders as required for areas of responsibility and prepare estimates for proposed work.
- Act as contract administrator for utility capital projects as requested.
- Provide cover-off, as assigned, in the absence of the Director of Economic Growth & Community Development Services.
- Manage the review and formulation of policies, performance standards, and procedures of the division.
- Monitor and keep divisional expenditures within the budget appropriation for the year and report any potential problems in this regard to the Director of Economic Growth & Community Development Services and CAO.
- Develop policies to support the affairs of the Utilities Division and monitor the relevance of existing policies and procedures making amendments when appropriate.
- Monitor the training requirements of staff and ensure that appropriate levels of training are maintained.

5. Infrastructure Management & Development

- Develop long term infrastructure planning through the Asset Management process and advise the Director of Economic Growth & Community Development Services of the plan and work to coordinate all linear Utilities infrastructure.
- Perform technical reviews of subdivision development proposals to determine conformance with Township policy and specifications and agreements.

6. Interdepartmental Functions

- Deal on a day-to-day basis with field personnel of various divisions and departments, government agencies, and the public.
- Attend meetings with other municipalities, sit on committees and associations, both internal and external, when requested by the Director of Economic Growth & Community Development Services.
- Participate in general workplace duties as assigned.

Scope of Operations:

- Responsible for and has full authority for the management of the Utilities Division.