



EMPLOYMENT OPPORTUNITY

Position: Manager of Water and Wastewater Operations (Full-time, Permanent)

Job Description

The Municipality of the County of Inverness currently has an opening for a Manager of Water/Wastewater Operations and Maintenance. This includes, but is not limited, to supervising the operation and maintenance of all related water/wastewater treatment facilities and lift stations. The employee in this position will provide active daily technical direction, supervision and accountability for process control decision(s) of Municipal facilities that directly impact public health and the environment. This person shall be designated as carrying Official Direct Responsible Charge (ODRC) serving the Public Water Distribution, Sewer Collection, and Treatment facilities. This position supervises the staff responsible for the daily operations and maintenance of the water and sewer systems throughout Inverness County.

Duties and Responsibilities

- Perform all duties and responsibilities of Water and Wastewater Operator as well as;
- Supervise and direct Water and Wastewater staff to ensure that the daily tasks and special projects required of the department are completed in a safe, effective, and efficient manner.
- Work with the Director of Infrastructure and Emergency Services to develop work schedules for operators and maintainers of the water and wastewater systems.
- Train and supervise others in water and wastewater operation standards, procedures and safe operating techniques.
- Attend training required by the employer.
- Ensure the effective and efficient repair of utility systems.
- Inspect and approve quality of work being undertaken on the Water Utility.
- Promote and enforce safe working conditions.
- Coordinate material orders and authorize expenditures within a prescribed amount.
- Conduct safety meetings and identify potential safety hazards on site(s).
- Responsible for regular inspection of all work areas and the recording of any/all problems found as well as the assessment and referral of any problems to the Director or designate in order to rectify the situation in a safe and orderly fashion.

The successful candidate will possess the following or an acceptable combination of education, experience and understanding of water/wastewater systems, and the willingness to learn and grow professionally.

Essential Requirements for the Position:

- Water Treatment II (or agree to obtain certification within an appropriate amount of time).
- Water Distribution II (or agree to obtain certification within an appropriate amount of time).
- Wastewater Treatment II (or agree to obtain certification within an appropriate amount of time).
- Wastewater Collection II (or agree to obtain certification within an appropriate amount of time).

- Proven supervisory/leadership experience.
- Effective interpersonal skills in dealing with staff, peers, Council and the general public under all types of circumstances.
- Proficient in and knowledgeable of OH&S practices.
- Willingness to fill in for subordinate water utility operators when on vacation or absent from work.
- Ability to supervise and/or perform all chemical treatments in order to comply with Nova Scotia Environment regulations.
- Ability to supervise and/or perform all preventative maintenance on mechanical and treatment equipment, as well as collection and distribution systems.
- Ensure responsibilities are met regarding NS Department of Environment management systems operating standards and procedures, ensuring safe and efficient operation of equipment.
- When on-call, respond to after hour alarms/emergencies within one hour of the original call.
- Carry out any other general duties assigned by the Director of Infrastructure and Emergency Services or designate.
- Ability to remain calm during emergency situations.
- Ability to accept and provide direction with excellent communication skills with other employees, contractors, and the public.
- Physical ability to perform the assigned duties.
- Ability to work alone or with minimal supervision.
- Ability to work outdoors in all weather conditions.
- Ability to provide required documentation to the compliance officer(s) to meet Provincial and Federal requirements.
- Ability to submit reports to Provincial and Federal regulators in the compliance officer(s) absence.

Asset Qualifications/Skills: The following are not essential for the position but will be taken into consideration:

- Experience/qualifications in instrumentation.
- Electrical or plumbing experience/qualifications.
- Project Management experience or certification.
- University or College Degree.

To apply for this position, please e-mail jobs@invernesscounty.ca by **4:00pm Monday, February 28th, 2020 with the following:**

- A cover letter detailing your experience as it relates to the position.
- A resume with three (3) current references.
- A copy of Nova Scotia Operator certifications.