

## PUBLIC WORKS DEPARTMENT – WATER RESOURCE SUPERVISOR

Permanent Full-Time, Non- Union

TOWN of LUNENBURG, Nova Scotia

Located on Nova Scotia's South Shore, the town of Lunenburg is a diverse and vibrant community of +2300 year-round residents with numerous seasonal residents. Lunenburg is a coastal town offering a multitude of cultural and recreational opportunities which supports a quality of lifestyle and is within a short driving distance to Halifax, capital city of the province

Lunenburg maintains a diverse balance of initiatives that focus on community, environment and development providing quality municipal services to the community, is a priority. Lunenburg Town Council and Staff are committed to ensuring residents, business owners and visitors fully enjoy the best of Lunenburg, a UNESCO World Heritage Site.

The Water Resource Supervisor is responsible for supervision of the Town of Lunenburg's water and wastewater operations, systems maintenance and emergency preparedness, including the Town's Water Treatment (WT) and Wastewater Treatment (WWT) Plants, Water Distribution (WD) and Wastewater Collection (WWC) Systems, control systems, pumping stations, bio-solids, screen house, standpipe, chlorinators, and associated infrastructure. The Water Resource Supervisor ensures compliance with Federal, Provincial and Municipal legislation and all public/employee health and safety standards.

### **Principal Responsibilities:**

- General supervision of all Water Resource Operators (WROs) in the day-to-day operation of water and wastewater treatment infrastructure operated by the Town of Lunenburg.
- Overseeing water and wastewater operations conform to the Town of Lunenburg's Approvals to Operate and regulations issued by Provincial and Federal Regulatory bodies and revising practices, as necessary.
- Maintaining and complying with standard practices, policy and procedural manuals for the Water Treatment Plant and Wastewater Treatment Plant operation and maintenance.
- Planning, scheduling, organizing, monitoring, or implementing routines and strategies related to operation and maintenance of water and/or wastewater infrastructure in collaboration with the ODRC(s) and/or Town Engineer.
- Reviewing, interpreting, diagnosing, and resolving treatment performance issues and optimizing treatment processes in collaboration with the ODRC(s) and/or Town Engineer.
- Coordinating with Town of Lunenburg's Public Works Department and ODRC(s) for installation, repairs, maintenance to the Municipality's water distribution or wastewater collection systems within the street rights-of-way.
- Establishing emergency operating procedures and responses for water/wastewater treatment disruptions, including Contractor management.

- In consultation with ODRCs, responsible for all major maintenance problems associated with treatment facilities and coordination with appropriate Staff and/or Contractors.
- Administration of WROs including performance evaluations, preparing, and carrying out career development plans, safety and training programs, vacation schedules, etc.
- Participating in the development of operating and capital budgets for water and wastewater disciplines, and ensuring execution maintains cost, schedule, quality, safety, and other project management requirements.
- Conforming to all public and employee health /safety standards.
- Attend and successfully complete training as required.
- Directly responsible for management of reportable incidents relating to WROs, water/wastewater operations or water/wastewater systems.
- Ability to successfully liaise in writing, verbally or in other ways with Regulatory departments, Consultants, the public and other stakeholders in appropriate representation for the Town of Lunenburg.
- Responsibility for review of current environmental reporting and emergency response procedures and making recommendations for any potential improvements.
- Overseeing (and participating as necessary) in the preparation and submission of Provincial and Federal regulatory reporting requirements.
- Other duties as assigned by the Town Engineer or their designate.

#### **Knowledge and General Skills:**

- Knowledge and experience in the design, construction, operation and optimization of water and wastewater treatment plant and systems.
- Water and Wastewater Treatment Plant operational experience and the ability to collaborate and communicate effectively with WROs.
- Ability to successfully work with outside Regulatory bodies.
- Ability to work under pressure and in urgent situations.
- Display leadership and work in a team environment.
- Strong analysis, problem solving, and decision-making skills.
- Desire for continuous/ongoing learning within the role.
- Strong written, communication and IT competency.

#### **Equipment and Laboratory Skills:**

- Experience and proficiency with:
  - Mechanical equipment such as above ground and submersible pumps, mechanical mixers, filters, actuated valves, scum system, automatic and manual bar screens, grit removal systems, aeration equipment and blowers, moving bed bioreactor, compressor, electro-mechanical gear and belt drives, dissolved air floatation, clarifier equipment and associated chemical feed equipment, digesters and sludge handling equipment, etc.
  - Computers, gas and liquid flow meters, programmable controllers, electrical control systems etc.
  - Chemical feed systems – aluminum and polymer etc.

- Ultraviolet light and chlorine disinfection systems, gas safety equipment, sludge dewatering etc.
- Standard laboratory tests – Total and Free Chlorine, Turbidity, PH, Hardness, BOD, SS, COD, Fecal Coliform, Dissolved Oxygen, Microscopy, Nutrients, and others as may be required

**What You Possess:**

- Minimum five (5) years experience related to municipal water and wastewater operations and supervision
- Experience in Municipal Government settings considered an asset
- Strong willingness to obtain a minimum Class II certification in Water Treatment (WT), Wastewater Treatment (WWT), Water Distribution (WD), or Wastewater Collection (WWC) – already possessing these is considered an asset
- Willingness to assume the role of ODRC periodically as necessary for the Town of Lunenburg operations
- Nova Scotia Motor Vehicle Class 5 License with clean abstract

**We Offer:**

Annual Salary \$98,565. - \$110,886.

Comprehensive Benefits and Defined Contribution Pension.

Closing Date: June 30, 2026

Please send cover letter and resume in confidence to “

Email: [hr@townoflunenburg.ca](mailto:hr@townoflunenburg.ca)

With WATER RESOURCE SUPERVISOR in the subject line

We thank all candidates for your interest – only those selected for an interview will be contacted.

All Candidates must be legally eligible to work in Canada.

*The Town of Lunenburg is committed to the fundamental principle of Equal Employment Opportunity and in accordance with the Nova Scotia Human Rights Act and Accessibility Act.*

Check Us Out!

[www.townoflunenburg.ca](http://www.townoflunenburg.ca)