

EMPLOYMENT OPPORTUNITY NOTICE EO14-221

THE CITY OF GREATER SUDBURY

requires a

SUPERVISOR II - WASTEWATER REPORTING LOCATION: VALLEY EAST WASTEWATER TREATMENT PLANT

**PERMANENT POSITION
70 HOURS BI-WEEKLY**

START DATE TO FOLLOW SELECTION PROCESS

The Wastewater Section, Water/Wastewater Services Division, Infrastructure Services Department of the City of Greater Sudbury, requires a Supervisor II – Wastewater. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$2,900.10 to \$3,413.90 bi-weekly.

QUALIFICATIONS:

EDUCATION AND TRAINING:

Successful Completion of Secondary School (Grade XII) Education and the accumulation of at least two (2) years of relevant post secondary education, including the following courses:

1. Basic Chlorination Workshop;
2. Basic Sewage Treatment Operation;
3. Activated Sludge Workshop.

Minimum Class II M.O.E. Certification in Wastewater Treatment.

Minimum Class II M.O.E. Certification in Wastewater Collection.

Plant Engineering and Maintenance Association of Canada (PEMAC) training an asset

EXPERIENCE:

Minimum of four (4) years experience in the operation of sewage treatment facilities including at least two (2) years as Operator in Charge (OIC) in a Class 2 facility or higher.

Minimum of two (2) years experience in a supervisory capacity.

KNOWLEDGE OF:

Electrical and mechanical equipment.

Information technology and computer operation.

ABILITIES TO:

Supervise a number of employees.

Communicate effectively and to maintain records.

**EMPLOYMENT OPPORTUNITY EO14-221
SUPERVISOR II - WASTEWATER
(PERMANENT POSITION)**

PERSONAL SUITABILITY:

Mental and physical fitness to perform essential job functions.

LANGUAGE:

Excellent use of English; verbally and in writing.
French verbal skills highly desirable; written skills and asset.

OTHER:

May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

MAIN FUNCTION:

Responsible for the safe operation and maintenance of one or more wastewater treatment and collection facilities. Ensure that designated employees perform their duties in accordance with established procedures.

DUTIES: UNDER THE GENERAL SUPERVISION OF THE SUPERVISOR III OR HIS/HER DESIGNATE:

1. Maintain continuous review of maintenance and operation of collection and treatment facilities as assigned.
2. Assist in the establishment of operating and maintenance procedures, and implement established programs in his/her area of responsibility.
3. Responsible for co-ordinating operational and maintenance activities and staff in assigned area of responsibility, ensuring safe and efficient operation in compliance with all applicable legislation and regulations.
4. Act as the Overall Responsible Operator as directed and provide technical direction on all operation and maintenance matters.
5. Train Employees under his/her supervision.
6. Ensure that sampling, testing and recording are performed satisfactorily.
7. Determine employee work schedules, assign duties and perform other supervisory duties.
8. Maintain supply of chemicals, repair parts and supplies. Process the invoices and other accounting devices related to such purchases.
9. Act as Management's Representative in the Grievance Procedure in accordance with the respective Collective Bargaining Agreement.
10. Assist in the hiring, promoting, firing and disciplining of facility personnel.
11. Is available for emergency stand-by duty following established schedules.
12. Recommend facility modifications in his/her area of responsibility and co-ordinate facility operations during construction work.
13. Liaise with consulting firms, suppliers, other utilities and the general public on matters concerning facilities in his/her area of operation.
14. Assist in the preparation of current budget estimates and monitor expenditures in his/her area of operation.
15. Authorize overtime and premium pay for employees under his/her jurisdiction.
16. Deploy personnel for breakdown maintenance in his/her area of operation.
17. Schedule and conduct Plant tours.
18. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
19. Perform other related duties as required.

Qualified candidates should submit their résumé in confidence by **WEDNESDAY, JULY 30TH, 2014 at 4:30 PM to: Citizen Service Centre, The City of Greater Sudbury, PO Box 5000, Station A, 200 Brady Street, Sudbury, Ontario, P3A 5P3, Facsimile number: 705-673-7219 or by e-mail to: hrjobs@greatersudbury.ca**. Any application received after this deadline will not be considered. Please reference the Employment Opportunity number (**EO14-221**) on your resume.

The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants.

Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Hiring Manager.