

The Corporation of the Municipality of Leamington

Notice of Vacancy - Internal / External Posting

Environmental Services - Supervisor, Pollution Control Centre

Resumes will be received until **12:00 PM, Thursday July 31, 2014** for the position of Supervisor, Pollution Control Centre in the Municipality of Leamington's Environmental Services Division. Applicants will be subject to an interview process to determine eligibility.

Education, Skills and Experience:

- Must hold a level IV Ministry of Environment Wastewater Treatment Certificate.
- Must have a minimum 3 year college diploma in engineering, environmental management or equivalent in education and/or experience in a related discipline.
- Must have minimum of 5 years demonstrated formal training and experience in a municipal wastewater facility.
- Must have minimum of 3 years supervisory responsibility of a Class III or IV facility.
- Must have experience demonstrating effective written and verbal communication skills.
- Must have a valid Ontario driver's license.
- Must have demonstrated knowledge of computer software programs in a Windows environment.
- Must have experience in mechanical and electrical processes.

Job Description:

Reporting to the Manager of Environmental services, the Supervisor will oversee the day-to-day operation and maintenance of the Municipal Wastewater Treatment Plant and Pumping Stations as mandated by the Ministry of Environment and applicable Municipal By-laws. The Supervisor is responsible for the budgeting, shift scheduling, training and supervision of operators and maintenance staff.

40 hrs per week; Travel and attendance at emergency situations required; "on call" availability is expected of the position. Lieu time is capped at 40 hours annually.

Specific Duties:

1. Responsible for the day-to-day operation of the Municipal Wastewater plant and Pumping Stations;
2. Responsible for managing personnel;
3. Responsible for assisting with the financial management of the pollution control plant;
4. Responsible for assisting with the administrative procedures of the pollution control plant;
5. Other related duties as assigned.

Salary is \$3,132.96 to \$3,538.90 biweekly. Resumes detailing a short description of skills, employment history and relevant experience, and **quoting file number PCC07312014-01** will be accepted until noon, Thursday, July 31, 2014 by e-mail only to jobs@leamington.ca For more information regarding this position please visit our website, www.leamington.ca

Note: Individuals, who may have previously submitted a resume/application for municipal work and are interested in the said position, must resubmit a new resume specifically for this position to be considered for employment. We thank all applicants, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001 and will be used to determine eligibility for employment. The Municipality is an equal opportunity employer.