

## **EMPLOYMENT OPPORTUNITY NOTICE EO14-446**

### **THE CITY OF GREATER SUDBURY**

**requires a**

### **WATER/WASTEWATER OPERATIONS CO-ORDINATOR REPORTING LOCATION: FROBISHER**

**PERMANENT POSITION  
70 HOURS BI-WEEKLY**

### **START DATE TO FOLLOW SELECTION PROCESS**

P.O. Box 5000, STN A  
200 Brady Street  
Sudbury ON P3A 5P3

C.P. 5000, succ. A  
200, rue Brady  
Sudbury ON P3A 5P3

705.671.2489  
705.673.3094 (Fax)

[www.greatersudbury.ca](http://www.greatersudbury.ca)  
[www.grandsudbury.ca](http://www.grandsudbury.ca)

The Water/Wastewater Services Division, Infrastructure Services Department of the City of Greater Sudbury, requires a Water/Wastewater Operations Co-Ordinator. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$3,537.10 to \$4,162.20 bi-weekly.

#### **QUALIFICATIONS:**

##### **EDUCATION AND TRAINING:**

Successful completion of an undergraduate University degree in an appropriate Engineering discipline from a recognized University with Canadian accreditation.

Membership or eligibility for membership in the Association of Professional Engineers of Ontario (APEO).

MOE Certification as Water Treatment Class IV, Water Distribution and Supply Class IV, Wastewater Treatment Class III, Wastewater Collection Class III considered an asset. Successful applicant will be required to achieve certification within six (6) years of hiring.

##### **EXPERIENCE:**

Minimum of three (3) years of directly related and responsible engineering experience including a demonstrated ability in dealing with water/wastewater and technical and financial information systems.

Experience in the operation of water treatment and distribution and wastewater treatment and collection an asset.

##### **KNOWLEDGE OF:**

CGS's priorities

Knowledge and understanding of technical computer systems

Applicable legislation and related regulations

Current and emerging management issues within CGS as they affect the Division.

Best practices within areas of responsibility

Horizontal linkages to other governmental levels and services as well as the private sector.

##### **ABILITIES TO:**

Understand and meet the needs of customers.

Balance conflicting demands from stakeholders.

Create processes, monitoring mechanisms, and systems to assist in achieving CGS's targets.

Create an environment of continuous improvement and learning.

Respond quickly to emerging opportunities or risks.

Advocate, promote, and implement best practices.

##### **PERSONAL SUITABILITY:**

Mental and physical fitness to perform essential job functions.

Strong interpersonal skills.

Personal commitment to address demands from internal and external stakeholders.

**EMPLOYMENT OPPORTUNITY EO14-446  
WATER/WASTEWATER OPERATIONS CO-ORDINATOR  
(PERMANENT POSITION)**

**LANGUAGE:**

Excellent use of English; verbally and in writing.

**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:** The position is responsible to the Director of Water/Wastewater Services for the co-ordination of all maintenance contracts and technical activities of the Water/Wastewater Services Division in support of quality customer service outcomes and the Business Plan for this Section.

**DUTIES:** UNDER THE GENERAL DIRECTION OF THE DIRECTOR OF WATER/WASTEWATER SERVICES:

1. Responsible for assisting the Director of Water/Wastewater Services in the preparation and execution of the Business Plan covering all mandated services within the Water/Wastewater Services Division in concert with the budgeting process. The Plan will detail service goals, expected service/performance outputs, resource inputs to achieve these outputs, and the performance measures used to assess the Section's performance against these goals.
2. Responsible for the preparation and oversight of tenders/quotations and reports for operating and maintenance projects including design, setting specifications, preparing cost estimates, project management, and commissioning.
3. Liaise regularly with the operation supervisors, contracted service providers, and Engineering Support Section on emerging infrastructure technical, operations, and maintenance issues.
4. Act as the Overall Responsible Operator (as directed) and provide technical direction and guidance on operational and maintenance matters to operating staff.
5. Participate in hiring committees and represent the Employer in disciplinary matters.
6. Where and when applicable, report compliance breaches and issue written warnings/disciplinary notices to personnel who are found to be not performing duties in compliance with policies, procedures and Legislated requirements.
7. Study, review, and analyze the performance of the Water/Wastewater Services Division through the development and interpretation of data based performance measurement tools in support of service level and efficiency standards.
8. Recommend and implement improvements in business processes and operational activities, and procedures to align activities with best practices and achieve objectives of safe and efficient operation and maintenance.
9. Monitor, evaluate, and recommend emerging practices and technologies and other improvements which support goals and objectives of Water/Wastewater Services.
10. Represent the Water/Wastewater Services Division on the Standards Review Committee submitting revisions, new products, and pilot projects for review by the Committee.
11. Act as CGS's representative at court and hearings and liaise with Legal Services, Risk Management, CGS's insurance adjuster and other internal stakeholders on matters relating to damage claims associated with Water/Wastewater Services.
12. Participate in Emergency Supervisory Standby Duty following established schedules.
13. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
14. Perform other related duties as required.

Qualified candidates should submit their résumé in confidence by **TUESDAY, DECEMBER 9TH, 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](mailto:hrjobs@greatersudbury.ca)**. Any application received after this deadline will not be considered. Please reference the Employment Opportunity number (**EO14-446**) 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.