

**EMPLOYMENT OPPORTUNITY NOTICE  
EO14-481 TO EO14-482**

**THE CITY OF GREATER SUDBURY**

**requires (2)**

**SUPERVISOR II – DISTRIBUTION AND COLLECTION**

**REPORTING LOCATION: FROBISHER**

**PERMANENT POSITIONS  
(SUCCESSION PLANNING)  
70 HOURS BI-WEEKLY  
(SHIFT WORK REQUIRED)**

**START DATE TO FOLLOW SELECTION PROCESS**

The Distribution and Collection Section, Water/Wastewater Services Division, Infrastructure Services Department of the City of Greater Sudbury, requires two (2) Supervisor II – Distribution and Collection. The successful candidates must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$2,921.80 to \$3,439.80 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.

Two (2) year College Diploma from a relevant post secondary institution an asset.

MOE certification as minimum Class III Wastewater Collection, and Class IV Water Distribution and Supply (must obtain certification within one (1) year).

**EXPERIENCE:**

Minimum of four (4) years experience in the operation of water distribution/wastewater collection facilities, with at least two (2) years as OIC in a Class 2 facility or higher.

Minimum of two (2) years supervisory, preferably in a unionized environment.

**KNOWLEDGE OF:**

Applicable legislation and related regulations.

Best practices within areas of responsibility.

Knowledge of GIS Mapping System considered an asset.

Knowledge in the use of computer and software systems, such as, MS Office, and Adobe Reader.

Knowledge with computerized spreadsheets is considered an asset.

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**ABILITIES TO:**

- Demonstrate interpersonal skills in dealing and meeting the needs of citizens, staff, and outside agencies in a courteous and effective manner.
- Achieve high standards for the Section.
- Create and respond appropriately to a continuous learning environment.
- Balance conflicting demands from stakeholders.
- Manage the financial, human and physical resources of the Section in a collaborative manner.
- Manage conflict; mediate disputes; assist in reaching consensus.
- Share power horizontally and vertically.
- Provide a stabilizing influence within the Section.

**PERSONAL SUITABILITY:**

- Mental and physical fitness to perform essential job functions.

**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.
- Provide, at own cost, a current Criminal Record Check.

**MAIN FUNCTION:**

The position is responsible to the Supervisor III - Distribution and Collection for the complete management, direction, and supervision of personnel or contractors engaged in the operation and maintenance of CGS's distribution and collection infrastructure; in support of the Section Business Plan and quality customer service outcomes for the citizens of the community.

**DUTIES: UNDER THE GENERAL DIRECTION OF THE SUPERVISOR III - DISTRIBUTION AND COLLECTION:**

1. Manage the financial, human, and physical resources of a designated geographical area within CGS, and in alignment with CGS's vision, values, and in accordance with the annual Business Plan.
2. Assign employees material and equipment required to carry out assigned jobs; check crews and work programs.
3. Offer advice and direction to employees on operational matters and act as Operator in Charge (OIC), or Overall Responsible Operator (ORO) as directed.
4. Direct and supervise contractors undertaking work for the Distribution and Collection Section.
5. Directly supervise operations and maintenance activities; inspect work sites during job progress and upon completion to ensure the work has been performed efficiently and satisfactorily as outlined in legislation and regulations.
6. Act as CGS representative for MOE and MOL inspections relating to distribution and collection systems. Reply to and enforce orders issued as a result of inspection.
7. Liaise with the Ontario Water Wastewater Certification Office (OWWCO) to authorize employee licenses related to distribution and collection systems.
8. Approve payment for all purchase orders and requisitions within area of responsibility of the distribution and collection budget.
9. Ensure all work is performed safely and with minimum inconvenience to the public.
10. Investigate damage claims; responding on site in his/her area of operation and directing appropriate corrective action.
11. Interpret drawings and instructions issued by superiors.
12. Verify to ensure M.M.M.S. system crew work cards and work orders have been properly completed.
13. Train Employees in all aspects of work.
14. Act as Management's Representative at the Complaint Stage of the Grievance Procedure.
15. Under the supervision of the Supervisor III - Distribution and Collection, monitor and manage performance; including dispensing discipline to employees. Make recommendations to hire, discharge, and promote employees as required.
16. Develop and conduct regular safety training sessions to personnel and contractors within area of responsibility. Ensure training records are accurate and up-to-date.

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17. May be required to work on a shift rotation for 24/7 coverage.
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.

**Note: \*A Criminal Record Check will be requested by the Hiring Manager should you be the candidate of choice. Please do not submit your Criminal Record Check with your application.\***

Qualified candidates should submit their résumé in confidence by **TUESDAY, DECEMBER 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](mailto:hrjobs@greatersudbury.ca)**. Any application received after this deadline will not be considered. Please reference the Employment Opportunity number **(EO14-481 TO EO14-482)** 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.