

## **EMPLOYMENT OPPORTUNITY NOTICE EO16-194**

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

**requires a**

### **MAINTENANCE COMPLIANCE OFFICER REPORTING LOCATION: FROBISHER DEPOT**

### **PERMANENT POSITION**

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

The Compliance Section, Water/Wastewater Services Division, Infrastructure Services Department of the City of Greater Sudbury, requires a Maintenance Compliance Officer. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$2,977.80 to \$3,505.60 bi-weekly.

#### **QUALIFICATIONS:**

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

Successful completion of a Community College Diploma in a related field.  
Formal training in Reliability Centred Maintenance, Failure Modes & Effects Analysis and statistics considered an asset.  
Certification as Maintenance Management Professional (MMP) an asset.  
Possess or must be capable of obtaining within six years Class IV Operator Certificates in Water Treatment, Water Distribution and Wastewater Collection and a Class III Operator Certificate in Wastewater Treatment.

##### **EXPERIENCE:**

At least three (3) years of related experience in an industrial environment, preferably in the Water/Wastewater sectors, including a minimum of two (2) years supervisory experience.

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

Configuration management  
Life cycle cost management  
Operating and capital budget planning, tracking and reporting  
Condition based maintenance and associated integrated health monitoring technologies  
Commissioning requirements and procedures for new equipment  
Quality management systems (ISO 9000 series of standards)  
Applicable Federal, Provincial legislation and related regulations including Municipal By-Laws within area of responsibility.

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

**EMPLOYMENT OPPORTUNITY EO16-194  
MAINTENANCE COMPLIANCE OFFICER  
(PERMANENT POSITION)**

**ABILITIES TO:**

Develop maintenance plans for critical equipment and systems  
Identify the requirements for critical spares  
Evaluate life cycle costs  
Develop operational and capital budget forecasts  
Understand and meet the needs of customers.  
Communicate effectively and possess interpersonal relations skills.  
Act as mentor and contribute to the development of others  
Identify problems with procedures, identify and implement effective solutions  
Promote and participate in a continuous learning environment  
Prioritize work effectively for self and others  
Respond effectively to emerging opportunities or risks.  
Troubleshoot equipment failures and effect change  
Utilize software applications effectively including MS Office, MS Access (or other database application), and Antero (or other Computerized Maintenance Management Software)  
Use the internet to research equipment related issues, download operating manuals or other technical documentation.  
Ability to interact with Provincial representatives and outside agencies.  
Balance conflicting demands from stakeholders.

**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 an 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:**

The position is responsible to the Compliance Supervisor for the day-to-day operation and upkeep of the Division's maintenance program, and for planning and scheduling all maintenance activities associated with the Division's wastewater facilities.

**DUTIES:** UNDER THE GENERAL DIRECTION OF THE COMPLIANCE SUPERVISOR:

1. Assure CMMS software data files are complete and current by gathering equipment and associated maintenance information and developing standard codes for equipment, stores, and task assignments and utilize computer and data entry device systems.
2. Develop and maintain a specification for use by project managers detailing the technical data requirements associated with procurement and installation of new equipment to any water or wastewater facility.
3. Develop and implement condition based maintenance programs for critical equipment and systems.
4. Develop and monitor key performance indicators to assess the effectiveness of maintenance plans, the maintenance program as a whole and maintenance personnel.
5. Assist, advise, and liaise with Section Management to plan and schedule maintenance of all wastewater facilities including lift stations.
6. Determine most effective method to resolve delinquent maintenance issues.
7. Witness and document the commissioning of all new equipment installed in facilities.
8. Conduct investigations and co-ordinate with consultants and qualified personnel to analyze and prepare reports on the root cause of equipment failure and other findings. Determine whether changes to the associated maintenance plan are warranted or not.
9. Ensure all maintenance activities are completed on time and certificates are received and filed in compliance with legislated requirements.
10. In consultation with facility management, manage all contracts for maintenance-related work performed by outside agencies, including the renewal of such contracts.
11. Provide technical guidance and advice to the Water Maintenance Officer and the Distribution Collection Maintenance Officers and maintenance staff.

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12. 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.
13. Provide periodic reports to the Compliance Supervisor detailing significant failures, upcoming and ongoing major work, status of legislated maintenance routines and an analysis of key performance indicators.
14. Assist with the development of operational and capital budget forecasts.
15. Represent the Division at project meetings with city officials and consultants.
16. Recommends and co-ordinate training sessions for Section staff on various elements of CGS maintenance activities including the computerized maintenance management system.
17. Ensure that the Maintenance Policies and Procedures Manual is up-to-date.
18. Participate in Emergency Supervisory Standby Duty following established schedules. When and where applicable, act as the Overall Responsible Operator (as directed) and provide technical guidance on all operation and maintenance matters.
19. Participate on hiring committees as required.
20. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
21. Perform other related duties as required.

\*Interested applicants who have questions regarding certification are encouraged to visit the OWWCO website at [www.owwco.ca](http://www.owwco.ca)

Qualified candidates should submit their résumé in confidence by **THURSDAY, MAY 5TH, 2016 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 (**EO16-194**) 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.