

EMPLOYMENT OPPORTUNITY NOTICE EO16-286

THE CITY OF GREATER SUDBURY

requires a

DISTRIBUTION AND COLLECTION MAINTENANCE OFFICER

REPORTING LOCATION: FROBISHER DEPOT

CONTRACT POSITION

ESTIMATED PROBABLE DURATION: UNTIL AUGUST 2017

START DATE TO FOLLOW SELECTION PROCESS

The Compliance Section, Water/Wastewater Services Division, Infrastructure Services Department of the City of Greater Sudbury, requires a Distribution and Collection Maintenance 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 \$2,640.40 to \$3,108.70 bi-weekly.

QUALIFICATIONS:

EDUCATION AND TRAINING:

Successful completion of a Community College Diploma in a related field.

Possess a valid Operator Certificate of Competency as Water Distribution IV and Wastewater Collection IV (must obtain certification within six (6) years) from Ontario Utility Operator Licensing Program.

Industry specific courses/seminars relating to process equipment maintenance an asset.

Maintenance Management Professional (MMP) and First Aid/CPR training an asset.

EXPERIENCE:

At least three (3) years of related experience in a Water/Wastewater systems operations and maintenance environment, including a minimum of two (2) years supervisory experience.

KNOWLEDGE OF:

Applicable Federal, Provincial legislation and related regulations including Municipal By-Laws and "best practices" within in area of responsibility.

ABILITIES TO:

Understand and meet the needs of customers.

Communicate effectively and possess interpersonal relations skills.

Ability to interact with Provincial representatives and outside agencies.

Develop and implement operating procedures with the objective establishing quality outcomes vis-a-vis compliance standards.

Create and respond appropriately to a continuous learning environment.

Balance conflicting demands from stakeholders.

Manage conflict; mediate disputes; assist in reaching consensus.

Respond quickly to emerging opportunities or risks.

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www.greatersudbury.ca
www.grandsudbury.ca

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ABILITIES TO (CONTINUED):

Share power horizontally and vertically.

Provide a stabilizing influence within the Water and Wastewater facilities.

Demonstrate research, analytical and problem solving skills.

Demonstrate skills related to microcomputer software and administrative systems (e.g. files maintenance, word processing spreadsheet applications, presentations, information input and retrieval, maintenance management systems).

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 effective and efficient corrective and preventive maintenance of all water distribution and wastewater collection facilities in support of quality customer service outcomes and the Business Plan for this Section.

DUTIES:

UNDER THE GENERAL DIRECTION OF THE COMPLIANCE AND OPERATIONAL SUPPORT SUPERVISOR:

1. Responsible for planning and co-ordinating maintenance activities and staff in the Distribution/Collection Section ensuring effective and efficient maintenance in compliance with all applicable federal, provincial, and municipal legislation.
2. Responsible to review incoming work requests and prioritize maintenance action requirements and schedule work backlog according to best industry practices and CGS condition based maintenance plan.
3. Assist, advise, and liaise with Section Management to develop, review, and update procedures for compliance related operating and maintenance activities.
4. 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.
5. 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.
6. Control and monitor inventory of spare parts and equipment by procuring, ordering, issuing, adjusting, and receiving stores.
7. Keep abreast of legislative and regulatory updates and liaise regularly with special purpose bodies and regulatory authorities; DFO, MOE, MOL, MOH.
8. Prepare operating and maintenance records and regulatory documents for inspection in compliance with legislated requirements.
9. Conduct on site inspections, study and audit of infrastructure facility inventory and maintenance work items and where necessary, co-ordinate with consultants and qualified personnel to analyze and prepare reports on the root cause of equipment failure and other findings.
10. Act as the Overall Responsible Operator (as directed) and provide technical guidance on all operation and maintenance matters.
11. Participate in Emergency Supervisory Standby Duty following established schedules.
12. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
13. Perform other related duties as required.

*Interested applicants who have questions regarding certification are encouraged to visit the OWWCO website at www.owwco.ca

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LEADERSHIP COMPETENCIES:

Tactical Coordination and Direction- Non Supervisory (I)

Competency	Competency Definition	Level	Level Definition
Shaping the Future			
Innovation	Take a creative approach to problems or issues, "think outside the box", go beyond the conventional, and explore creative uses of resources.	3	Proposes innovative ideas
Judgment and Decision Making	Make sound decisions involving varied levels of complexity, ambiguity and risk.	2	Assimilates and interprets data to make competing decisions
Delivering Business Results			
Collaboration	Work and communicate collaboratively within City of Greater Sudbury to create alignment within and across teams and groups.	3	Collaborates beyond one's area
Customer/Citizen Focus	The desire to work closely with internal and external customers to meet and exceed their expectations.	2	Addresses underlying customer/stakeholder needs
Impact & Influence	Persuade, convince, influence or gain the commitment of others to get them to accept a point of view, adopt a specific direction, commit to an idea, or take a course of action.	2	Adapts actions or words to persuade
Organizational Awareness	Learn and understand the key relationships, diverse interest groups and power bases within one's own and other organizations.	2	Understands and uses formal structures/networks
Planning, Coordination & Execution	Plan and coordinate work to achieve desired results on a consistent basis.	3	Coordinates activities involving others within one's team
Enhancing Personal Effectiveness			
Commitment to Continuous Learning	Continuously develop and enhance one's own and others' personal and professional skills, knowledge and abilities.	4	Models a learning orientation
Flexibility/Adaptability	Adapt and work effectively within a variety of situations, and with various individuals or groups.	2	Applies rules flexibly
Interpersonal Communication	Communicate effectively by reflecting on verbal and non-verbal behaviour, being attuned to the needs, perspectives and sensitivities of others and acting with them in mind.	3	Effectively uses empathy
Managerial Courage/Integrity	Acting with integrity, ensuring one's actions are consistent with City of Greater Sudbury's values and expectations.	2	Is publicly candid with the team, acting with integrity consistent with one's beliefs
Leadership Presence	Develop and maintain a sense of presence and emotional maturity and have an inner confidence that one can succeed and overcome obstacles.	3	Demonstrates personal courage

For more information of leadership competencies, please refer to our website: www.greatersudbury.ca/jobs.

Qualified candidates should submit their résumé in confidence by **TUESDAY, JUNE 28TH, 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**. Any application received after this deadline will not be considered. Please reference the Employment Opportunity number (**EO16-286**) 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.