

## **EMPLOYMENT OPPORTUNITY NOTICE EO16-324**

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

**requires a**

### **WATER/WASTEWATER SYSTEMS SUPERVISOR** **REPORTING LOCATION: FROBISHER**

**PERMANENT POSITION**

**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 Compliance Section, Water/Wastewater Services Division, Infrastructure Services Department of the City of Greater Sudbury, requires a Water/Wastewater Systems Supervisor. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$3,275.30 to \$3,856.30 bi-weekly (subject to review).

#### **QUALIFICATIONS:**

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

Successful completion of a University Degree in a related field (Business Administration, Computer Science, Management Information Systems, Information Technology, etc.)

#### **EXPERIENCE:**

Minimum of four (4) years of enterprise with software administration and/or relational database administration and technical support experience.

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

Familiarity/experience in the implementation and/or administration of relational databases, SCADA, CMMS and enterprise GIS software.

#### **KNOWLEDGE OF:**

CMMS software including configuration, integration with multiple systems, and using system tools for management reporting.

Enterprise GIS software, including database structures, mapping tools and data manipulation tools.

Principles and practices of asset maintenance and lifecycle management; CGS organization, responsibilities and assets.

Database management, integration with budgeting and financial systems, and using system tools for management reporting.

CGS policies and procedures; principles and capabilities of computer hardware, software and operating systems; computer hardware, software and mobile equipment troubleshooting techniques; safety rules and regulations.

Basic computer applications involving word processing, data entry and report generation; operating and maintaining databases; report writing.

Principles and practices of project management, process improvement and service contract administration.

#### **ABILITIES TO:**

Supervise, coordinate and evaluate the work of employees in a unionized environment; develop and conduct effective training sessions in the utilization of software and hardware systems.

Recognize and troubleshoot equipment malfunctions and software errors and provide solutions.

Conduct research and analysis; read and interpret diagrams, written instructions and guidelines.

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**ABILITIES TO (CONTINUED):**

Establish and maintain effective working relationships and those contacted in the course of work; exercise initiative and use sound judgment.

Communicate clearly verbally and in writing, and work independently and organize and prioritize work of subordinates.

**PERSONAL SUITABILITY:**

Mental and physical fitness to perform essential job functions.

**LANGUAGE:**

Excellent use of English; verbally and in writing.

French verbal and written skills an asset.

**OTHER REQUIREMENTS:**

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 license and have an acceptable driving record.

**MAIN FUNCTION:** This position is responsible to the Compliance and Operational Support Supervisor for the supervision of technical staff in a variety of business and computer-related support functions for the Water/Wastewater Services Division. Performs complex application support work on the general and specialized business applications and systems in support of administrative, operations, maintenance and business functions within, and provides project and program leadership to the Water/Wastewater Services Division.

**DUTIES: UNDER THE GENERAL SUPERVISION OF THE COMPLIANCE AND OPERATIONAL SUPPORT SUPERVISOR:**

1. Supervise and direct the daily activities of assigned staff; provide technical leadership and guidance, train staff, monitor work and evaluate performance; plan, prioritize and assign tasks and projects.
2. Develop, modify and manage specialized utility business operation systems and programs in accordance with City standards and legal requirements.
3. Oversee the Supervisory Control and Data Acquisition (SCADA) operation and maintenance to ensure the integrity and reliability of all SCADA systems for water and wastewater facilities.
4. Direct the installation, configuration and modification of new and upgraded software and hardware for the SCADA, and control systems.
5. Manage and direct staff in the development and application of new technologies to achieve higher efficiency, productivity and customer service in work flow, and business processes.
6. Implement and update the SCADA Master Plan. Assist management in establishing clear direction and goals for the system; provide recommendations and cost estimates regarding upgrades; set standards and goals for all design, security and reliability facets of the SCADA and control systems; review all proposed and newly available system components for applicability and compatibility with existing systems and standards, and develop and manage contracts for specialty services.
7. Direct and perform systems planning and requirements analysis to determine necessary system functions, use interface design, process design and implementation for in-house software development projects; implement real-time data collection systems, laboratory data management and collection systems, and business applications relating to the Division's operations.
8. Act as Systems Administrator for in-house and commercially developed software systems throughout the Division by monitoring system operations to ensure optimum efficiency; assist divisional staff with the resolution of system issues, add users and updates to software applications; act as liaison between the Division and software vendors.
9. Serve as the systems technical resource for the Division; test and implement upgrades and interfaces; respond to user issues and requests; troubleshoot system problems; work with Information Technology (IT) related functions including Department hardware and software, mobile devices, licensing requirements and system upgrades.
10. Administer and manage the Division content on the City website page; review and finalize training materials; may assist in training divisional staff in the use and processes relating to Division computer systems.
11. Responsible for coordinating database creation, upgrades and management for software systems; serve as administrator for GIS databases and monitor GIS data integrity.
12. Install database client software; assist developers with design and architecture; monitor and perform system maintenance on database and application servers. Keep documentation, licensing and support current on all database systems.
13. Review reporting requests and requirements, key performance indicators and data standards; develop processes in support of continuous system process improvement.
14. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
15. Perform other related duties as required.

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**LEADERSHIP COMPETENCIES:**

**Tactical Coordination and Direction (I):**

Competency	Competency Definition	Level	Level Definition
<b>Shaping the Future</b>			
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
<b>Delivering Business Results</b>			
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
Planning, Coordination & Execution	Plan and coordinate work to achieve desired results on a consistent basis.	3	Coordinates activities involving others within one’s team
<b>Aligning People &amp; Teams</b>			
Holding Self & Others Accountable	Hold others accountable to execute to high standards of excellence and hold themselves accountable to the same or higher standard.	3	Monitors performance and gives corrective feedback
Leadership	Inspire others to work toward common goals by engaging and empowering them, and providing clarity and direction.	2	Optimizes team effectiveness
<b>Enhancing Personal Effectiveness</b>			
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 on leadership competencies, please refer to our website: [www.greatersudbury.ca/jobs](http://www.greatersudbury.ca/jobs)

Qualified candidates should submit their résumé in confidence by **WEDNESDAY, JULY 27TH, 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 (**EO16-324**) 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.