

## **Chief Operator – Water Treatment**

Full-time Permanent (40 hours/week)

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site, and has many beautiful heritage buildings and recreational facilities.

The Town is accepting applications for one (1) Permanent Full-time Chief Operator-Water Treatment. Working under the supervision of the Manager of Water & Wastewater, the Chief Operator will support the operations and maintenance of the Water Treatment and Water Distribution facilities in accordance with legislative requirements and approved policies and procedures.

### **Key Duties and Responsibilities:**

- Performs the responsibilities of the position within the legislative and regulatory standards set out in applicable provincial and municipal regulations, policies and by-laws.
- Provides leadership and supervision of facility staff by organizing, directing, and scheduling facility operations for the water treatment facility.
- Assist the Manager of Water & Wastewater with the development and maintenance of operation and maintenance manuals and standard operating procedures.
- Performs regular inspections of equipment and facilities and completes scheduled maintenance work as required.
- Reports process and compliance issues to the Manager of Water & Wastewater and/or Overall Responsible Operator designate.
- Acts as the ORO designate for plant operations in the absence of the Manager of Water & Wastewater.

### **Skills and Qualifications:**

- Post-Secondary Diploma in Environmental or Civil Technology or an acceptable and equivalent combination of education, certification, training, and professional experience directly related to the water and wastewater treatment industry.
- Minimum of 4 years' experience in Water Treatment and a minimum of 2 years' Water Distribution.
- Valid Operator Certificate(s) for a Water Treatment Class IV and possess a minimum Class 1 Water Distribution.
- Ability to interpret manuals and other resources relating to water treatment & distribution operations.
- Knowledge and understanding of key legislation as it relates to Water Treatment and Water Distribution.
- Computer literacy in Microsoft Office Suite along with demonstrated experience with SCADA and other relevant software programs.
- Valid Ontario Driver's License (Class G).
- Experience in Wastewater Treatment is beneficial.

**Position Type:** Full-time, Permanent

**Wages:** Band H of the pay grid system (\$35.78-\$41.60) per hour

Qualified applicants are invited to submit their resume by **Wednesday October 16, 2024 at 4:00 p.m.**, to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at [hr@smithsfalls.ca](mailto:hr@smithsfalls.ca)

*The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants for their interest and only those selected for an interview will be contacted.*

*Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment.*

*Questions about the collection of Information should be directed to the Clerk at the address indicated above.*



**SMITHS FALLS**

RISE AT THE FALLS

**TOWN OF SMITHS FALLS**

**JOB DESCRIPTION**

<b>POSITION:</b>	Chief Operator Water Treatment
<b>DEPARTMENT:</b>	Utilities – Water
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>PAY GRID:</b>	H
<b>SUPERVISOR:</b>	Manager of Water & Wastewater
<b>REVISION DATE:</b>	July 2023

**POSITION SUMMARY AND SCOPE:**

Working under the supervision of the Manager of Water & Wastewater , the Chief Operator will support the operations and maintenance of the Water Treatment and Water Distribution facilities in accordance with legislative requirements and approved policies and procedures.

**DUTIES AND RESPONSIBILITIES:**

- Performs the responsibilities of the position within the legislative and regulatory standards set out in applicable provincial and municipal regulations, policies and by-laws.
- Provides leadership and supervision of facility staff by organizing, directing, and scheduling facility operations for the water treatment facility.
- Assist the Manager of Water & Wastewater with the development and maintenance of operation and maintenance manuals and standard operating procedures.
- Performs regular inspections of equipment and facilities according to prescribed maintenance schedules. Record and report defects and/or failures in accordance with approved policies and procedures.
- Assist the Manager of Water & Wastewater with the review and approval of documentation including - invoices, operational reports, equipment records, etc.
- Carries out inspections on safety equipment including - self-contained breathing apparatus, safety harnesses, safety retrieval equipment, ropes, fire extinguishers, etc.
- Performs scheduled maintenance work including but not limited to: lubrication, oil changes, shaft and belt alignments, belt tensions, chain tensions, impellers, wear rings, etc.
- Undertakes expenditures in accordance with the municipal procurement of Goods and Services Bylaw # 7850-2004(as amended) for infrastructure works and relevant professional services.
- Supervises contractors working at the treatment facilities and ensure that municipal standards and safety requirements are maintained.
- Responsible for the collection of water samples for in-house and external analysis. Conduct laboratory tests, such as Total Suspended Solids, pH, Cl2

(free and total), Alkalinity, UV transmittance and other parameters in accordance with established procedures.

- Reports process and compliance issues to the Manager of Water & Wastewater and/or Overall Responsible Operator designate.
- Maintains all personal records and log book entries in accordance with approved policies and procedures.
- Participates as the ORO designate for plant operations when Manager of Water & Wastewater requires.
- Participates in the on-call rotation for plant operations outside of normal operating hours.
- Reviews, investigates, and responds to customer concerns and inquiries.
- Perform other duties as may be assigned by the M Manager of Water & Wastewater

### **EDUCATIONAL REQUIREMENTS AND EXPERIENCE:**

- A recognized post-secondary diploma in Environmental or Civil Technology or an acceptable and equivalent combination of education, certification, training, and professional experience directly related to the water and wastewater treatment industry.
- Possess a minimum of 4 years' experience in Water Treatment and possess a minimum of 2 years' Water Distribution. Experience in Wastewater Treatment is beneficial.
- Possess a valid Operator Certificate(s) for a Water Treatment Class IV and possess a minimum Class 1 Water Distribution.

### **SKILLS AND COMPETENCIES:**

- Must have knowledge and familiarity with mechanical, electrical, and hydraulics applications relating to Water and Wastewater treatment. Ability to interpret manuals and other resources relating to water treatment & distribution operations.
- Knowledge and understanding of key legislation including the Environmental Protection Act, Clean Water Act, Safe Drinking Water Act, Ontario Water Resources Act, Occupational Health and Safety Act, Health Protection and Promotion Act, Federal Wastewater System Effluent Regulations and other related legislation.
- Computer literacy in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook) along with demonstrated experience with SCADA and other relevant software programs.
- Valid Ontario Driver's License (Class G).

### **WORKING CONDITIONS:**

- Inside and outside work in all seasons

- Required to work 40 hours per week
- Overtime/weekend work as may be required
- Act as alternate ORO designated as assigned
- Participate in the On-call Rotation as scheduled
- Expected to report to work in emergency situations during unscheduled times

**PHYSICAL DEMANDS:**

- Ability to lift ~ 50lbs (22.7kg)

**MENTAL DEMANDS:**

- Ability to make quick and sound decisions in the event of extraordinary situations such as equipment malfunctions, rapid deterioration of water and/or wastewater quality, or power outages, to ensure the quality of finished effluent and to protect public health and the environment.

**WORKING RELATIONSHIPS:**

<b>INTERNAL</b>	Manager of Water & Wastewater Water Wastewater Compliance Coordinator Water and Wastewater Chief Operators and Operators Supervisor Public Works
<b>EXTERNAL</b>	Engineers Contractors General Public