

**Manager of Water and Wastewater**

(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.

Under the direction of the Director of Public Works and Utilities this key leadership position oversees the general operations of water distribution, wastewater collection, as well as water and wastewater treatment facilities in accordance with approved Town policies and procedures along with applicable Provincial and Federal legislation.

Key Duties and Responsibilities:

- Oversees water distribution and treatment, and wastewater collection and treatment including preparing and monitoring annual budgets, development and maintenance of operational work plans, Standard Operating Procedures (SOP's) and recommended new technologies and enhancements.
- Manages and provides leadership to field and facility staff by organizing, directing, and scheduling water distribution, wastewater collection and facility operations for the water and wastewater treatment facilities.
- Responsible for the review and approval of documentation including timesheets, invoices, work orders, SOP's, equipment maintenance records, compliance reporting, internal audits, MECP audits, etc.
- Performs the responsibilities of the position within the legislative and regulatory standards set out in all applicable provincial and municipal regulations, policies and bylaws.
- Assumes duties of Overall Responsible Operator (ORO) for Water Distribution, Water Treatment, Wastewater collection and Wastewater Treatment.

Skills and Qualifications:

- Post-secondary diploma in Environmental or Civil Technology or equivalent combination of education, certification, training, and professional experience directly related to the water and wastewater treatment industry.
- A minimum of 10 years of practical experience in the water and wastewater treatment field with at least 5 years' experience managing publicly owned water and wastewater treatment systems.
- Demonstrated experience in financial management including preparing, implementing, and monitoring budget plans and procurement processes.
- Certification and licensing in water and wastewater treatment to the levels of the treatment facilities would be considered an asset.
- Membership in Ontario Association of Certified Engineering Technologists and Technicians (OACETT) with C.E.T. designation in good standing would be considered an asset.
- Superior customer service, interpersonal and conflict resolution skills combined with excellent written and oral communication skills.
- Computer literacy in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook) along with demonstrated experience with GIS, SCADA and other relevant software programs.
- Must possess certification in WHMIS, Basic First Aid and CPR.
- Valid and satisfactory Police Records Check; and
- Valid Ontario G Driver's License at all times during employment

Position Type: Full-time, permanent**Wages:** Band E of the pay grid system (\$52.42-\$60.95) per hour

Benefits include a comprehensive benefit package, employee assistance program and enrolment into the Ontario Municipal Employers Retirement System (OMERS).

Qualified applicants are invited to submit their resume by **Wednesday April 24, 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

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.