



## **JOB DESCRIPTION**

Job Title: **Manager of Wastewater**  
Direct Supervisor: Director of Development Services  
Hours: Full-time  
File Reference: 07-2560-02

Affiliation: EXEMPT  
Salary: \$95,000 per annum  
Approval Date: February 2019

### **Position Summary**

Reporting to the Director of Development Services, the Manager of Wastewater is responsible for managing the wastewater infrastructure including the Wastewater Treatment Plant and lift stations. The Manager of Wastewater will effectively lead a team of trained and experienced staff to ensure the safe and reliable operation and maintenance of the wastewater infrastructure. The Manager of Wastewater is responsible for working within wastewater treatment and collection processes, infrastructure, and meeting regulatory requirements.

The Manager of Wastewater is required to possess highly developed analytical, troubleshooting and decision-making skills, and maintains a high level of safety awareness and demonstrate safe work practices at all times.

The individual in this position should possess excellent leadership, dynamism, and industry expertise. As per the CUPE Collective Agreement Letter of Understanding #5, attend call-outs in the event that neither operator is available for a standby shift or emergency callout. The Manager of Wastewater is required to reside within a thirty (30) minute response time of the Wastewater Treatment Plant.

### **Nature & Scope of Work**

1. Manages the wastewater infrastructure including the Wastewater Treatment Plant and lift stations. Leads and coordinates wastewater operations and quality control activities and ensures regulatory and other performance criteria are met.
2. Works closely with the Wastewater Lead Operator to ensure that the plant operates at peak performance.
3. Prepares reports, investigations and studies related to the operation of the facilities. Works closely with the Wastewater Lead Operator to determine overall priorities and establishes and enforces safe work plans, policies and operating procedures.
4. Prepares the wastewater budget and strategic and financial plans, and monitors and controls spending ensuring the effective and efficient expenditure of allocated funds.
5. Monitors plant performance and communicates results internally and externally as required. Develops and implements plans to optimize operations, improve performance and address deficiencies. Ensures changes are appropriately communicated and consistently implemented. Encourages and implements new and innovative ideas for improving plant performance and keeps current on industry best practices.
6. Addresses problems and emergency situations and ensures ongoing compliance with regulatory requirements. Makes decisions related to emergency and preventative maintenance work for critical equipment and notifies the appropriate regulatory agencies as required. Analyzes historical data and consults process experts to complete necessary work.
7. Supports staff in scheduling and prioritizing maintenance work. Evaluates and approves recommendations on complex operational situations as required.
8. Liaises with regulatory agencies, municipalities, governments and associations.
9. Works closely with counterparts in other District of Sooke's departments to plan and implement facility improvements, and capital, construction and maintenance projects. Contributes to infrastructure plans and ensures operational interests are appropriately integrated.

10. Hires, manages, directs and develops staff monitoring performance in accordance with goals and objectives. Ensures adherence to corporate policies and collective agreements. Leads, coaches and mentors staff recognizing the importance of leadership, supervisory and technical training. Develops and sustains a flexible workforce encouraging staff to pursue opportunities that complement their skills and experience.
11. Works with the District's engineering staff and the development community in assessing, monitoring and approving new connections.
12. Works collaboratively with staff to resolve technical or interpersonal issues encountered while performing their work. Monitors work assignments ensuring they are adequately staffed and funded. Facilitates information sharing to transfer knowledge and experience and increase the efficiency and effectiveness of the team.
13. Ensures staff and contractors perform their work in accordance with corporate and WorkSafe BC regulations. Ensures safe work procedures are integrated in the plant's operations. Responds to emergencies and major incidents. Guides operating staff in response efforts and provides timely notifications regarding regulatory non-compliance.
14. Works cooperatively with the operators and other senior staff to develop, prioritize and approve annual and long-term budgets and strategic plans. Works collaboratively to achieve business plan goals and assess the effectiveness of the Plant's activities on an ongoing basis.
15. Manages the procurement and delivery of internal improvement projects and actively participates on project teams to ensure operations needs are incorporated into major capital improvement projects.
16. Performs senior duties for the Sooke Emergency Program with EOC preparation and assignments.
17. Performs other related work as required.

#### Knowledge, Abilities, & Skill Requirements

1. Ability to function efficiently with limited direction, to establish and maintain effective working relationships with municipal officials and other employees, and to meet and successfully serve the public on a continuing basis.
2. Ability to maintain confidentiality of matters as required.
3. Ability to work well under pressure and to a deadline.
4. Thorough knowledge of business English.
5. Thorough familiarity and proficiency with Microsoft Office, SCADA, and an affinity to learn other software systems as required.
6. Working knowledge of the District document management practices.
7. Working knowledge of the operations and functions of other District departments.
8. Must have experience in managing large capital projects and working with multi-disciplinary teams.
9. Sound ability to manage, coach and guide others while enhancing individual and team effectiveness. Ability to mentor and foster the development of direct reports.
10. Ability to review, assess and accept engineered drawings submitted to the District in relation to development.
11. Strong written and verbal communication skills.
12. Ability to effectively read and interpret information, present numerical data in a clear and concise manner, and skillfully gather and analyze information.
13. Excellent planning and organizational skills as well as the ability to apply knowledge and problem-solving skills in a timely manner to respond to issues and escalates as required.
14. Maintains a high level of safety awareness and demonstrate safe work practices at all times.
15. Ability to adapt quickly to change and will be able to work effectively within a team dynamic environment.
16. Excellent teambuilding skills.
17. Ability to meet the physical demands of the position.

18. Demonstrate proficiency in the core competencies of:
- a) Adaptability: Willingness to be flexible in a changing environment
  - b) Relationship Building: Establishes and maintains respectful and cooperative working relationships
  - c) Effective Communication: Communicates effectively with others
  - d) Problem Solving: Recognizes and acts to resolve problems
  - e) Organization: Organizes work so that others will understand it, in order to achieve District goals
  - f) Customer Focus: Provides excellent service to both internal and external customers

### Training & Experience Requirements

1. Post-secondary education in Water and Wastewater Technology.
2. Minimum seven (7) years of directly related experience in the wastewater field.
3. Minimum four (4) years' proven experience in a supervisory or managerial position with excellent leadership, coaching, mentoring and performance management skills.
4. Minimum of Level II certification in Wastewater Collection and Level III certification in Wastewater Treatment.
5. Demonstrated project management skills related to the direct oversight of internal improvement projects or participating in a large project team for major capital improvement projects.
6. Valid Class 5 BC Driver's License. A Driver Abstract will be required.

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The previous statements reflect the general duties considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all work requirements that are inherent in the job.

APPROVED BY:

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Rob Howat  
Director of Development Services

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Date

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Don Schaffer  
Interim Chief Administrative Officer

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Date