



## Water/Wastewater Supervisor

The Town of Mulgrave is currently seeking a **Supervisor of Water/Wastewater Operations**. The Supervisor will support, lead and supervise a team to ensure that all environmental & facility compliance measures are being met. The Supervisor will be responsible for all aspects of environmental monitoring and reporting within the Town of Mulgrave. Duties include, but are not limited to, supervising the operation and maintenance of all related water/wastewater treatment facilities and lift stations. The employee in this position will provide active daily technical direction, supervision and accountability for process control decision(s) of Town facilities that directly impact public health and the environment. This position shall be designated as carrying Overall Direct Responsible Charge (ODRC) serving the Public Water Distribution, Sewer Collection, and Treatment facilities. This position supervises the staff responsible for the daily operations and maintenance of the water and sewer systems throughout the Town of Mulgrave.

### **JOB DUTIES:**

- Supervise and direct staff to ensure that the daily tasks and special projects required of the Department are completed in a safe, effective, and efficient manner.
- Perform all associated duties as Town ODRC.
- Develop work schedules for operators and maintainers of the water and wastewater systems.
- Supervise, motivate and train the unit's staff, ensuring effective teamwork, high standards of work quality and organizational performance and continuous learning.
- Supervise the day-to-day operations of all assigned staff including scheduling, assigning and reviewing of work. Authorize and control vacation and overtime requests. Monitor and evaluate staff performance.
- Responsible for all Town environmental monitoring and reporting including:
  - Annual reports
  - Facility output monitoring
  - SCADA data quality, monitoring, system configuration and redundancies
  - Operator logs

- Coordinate material orders and authorize expenditures within a prescribed amount.
- Conduct safety meetings and identify potential safety hazards on site(s).
- Ensure an adequate supply of water for human consumption and firefighting activities.
- Respond to citizen complaints regarding water and sewage issues where necessary.
- Supervise and/or perform all chemical treatments to comply with Nova Scotia Environment Regulations.
- Ensure responsibilities are met regarding NS Department of Environment and Climate Change management systems, operating standards and procedures, ensuring safe and efficient operation of equipment.

**Skills/Qualifications:**

- Water Treatment II (or agree to obtain certification within an appropriate amount of time).
- Water Distribution II (or agree to obtain certification within an appropriate amount of time).
- Wastewater Treatment II (or agree to obtain certification within an appropriate amount of time).
- Wastewater Collection II (or agree to obtain certification within an appropriate amount of time).
- Proven supervisory/leadership experience.
- Effective interpersonal skills in dealing with staff, peers, Council and the general public under all types of circumstances.
- Proficient in and knowledgeable of OH&S practices.
- Related field experience.
- Valid WHMIS, first aid, confined space certification would be considered an asset.
- Valid Class 5 driver's licence with a clean driver's abstract required.

**How to Apply:**

Please submit your resume by email to [CAO@townofmulgrave.ca](mailto:CAO@townofmulgrave.ca), or by fax at 902-747-2585.

Candidates wishing to drop off a resume in person can do so by visiting the Town Office at 459 Murray St, Mulgrave, NS during regular business hours of 8:30 am to 4:30 pm.

If you require further information, please contact our Office at 902-747-2243.

Thank you for your interest, however, only candidates selected for an interview will be contacted.

Position will remain posted until filled.