



JOB DESCRIPTION

Position: **Water Distribution & Collection Supervisor**
Department: **Infrastructure & Utilities**
Reports to: **Infrastructure & Utilities Manager**
Work Week: **37.5 hours per week** (On call work is required)

Job Type: **Permanent Full Time**
Location: **MD of Pincher Creek**

Position Overview

The Water Distribution & Collection Supervisor (WDCS) position performs under minimal supervision of the Infrastructure & Utilities Manager, or designate, and in accordance with the *Environmental Protection and Enhancement Act* (EPEA). This supervisory position is primarily responsible for ensuring compliance with all terms and conditions of the MD's licensing requirements. Additionally, this WDCS is responsible for training and supervising to a small group of employees while performing the duties of a Water Plant Operator.

This role requires diligence, attention to detail, flexibility, and excellent interpersonal skills. The WDCS plays a crucial role in providing safe drinking water and wastewater utilities, which significantly affects the daily lives of MD citizens and the public. Therefore, high ethical standards and a commitment to safety are essential for this position.

Responsibilities Overview

Administrative and Project Management

- Administratively lead and oversee small capital and operating projects and as well as building/infrastructure maintenance with contractors, engineering firms, and Public Works crews.
- Collaborate with Administration to ensure clear communication and distribution of notices related to water and wastewater projects and operations.
- Ensure all supporting documents related to water operations are up-to-date, including utility service guidelines, applications forms, meter request forms, and permitting processes.

Utility Management

- Lead utility bylaw enforcement, managing meter readings, discrepancies, water connection applications/inspections, and fines/penalties.
- Delegate tasks and request/direct internal resources as necessary for the lawful, safe, and efficient operation of water and wastewater systems.
- Lead commissioning of new installations and maintenance overhauls.

Operational Oversight

- Ensure 365-day scheduling for water plant oversight as required by legislated approvals.
- Confirm safe and efficient operation of utility control systems and related equipment.
- Oversee the routine collection of water samples, analyze test results, and implement necessary adjustments.
- Validate documentation on compliance for maintenance, and repair work.
- Provide input for operation budgets related to water and wastewater.

Team and Site Management

- Develop, enforce, and ensure compliance with Safe Work Procedures, Standard Operating Procedures, and MD policies among team members emphasizing the important of high safety standards and processes.
- Respond to and document public utility inquiries in a timely and courteous manner, including interactions with MD staff, Council, the public, contractors, and external agency representatives.

Qualifications

- Valid Class 5 Driver License
- Level II Water Treatment, Level I Water Distribution, Wastewater Collection & Wastewater Treatment Certification, and 3+ years of experience
- Proficiency in MS Office Software (Excel, Word, e-mail)
- Basic Accounting Skills

Conditions of Work

- Work of this type involves working indoors and outdoors and may work in a team or on their own. There are often periods of strenuous physical work, sitting or standing for prolonged periods, and the possibility of climbing in and out of tight spaces. Water treatment plants have potential exposure to off-gasses, open tanks, electrical equipment, and slippery walkways. Workers often work on sites with minimal supervision and are required to be able to lift 50 lbs.

The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence or relief, to equalize peak periods or otherwise to balance the work load.