



JOB DESCRIPTION

Position: **Water Distribution & Collection Supervisor** Job Type: **Permanent Full Time**
Department: **Infrastructure & Utilities** Location: **MD of Pincher Creek**
Reports to: **Infrastructure & Utilities Manager**
Work Week: **37.5 hours per week** (On call work is required)

Position Overview

The Water Distribution & Collection Supervisor (WDCS) position performs under minimal supervision of the Infrastructure & Utilities Manager, or designate, and in compliance with the *Environmental Protection and Enhancement Act* (EPEA). The WDCS is a supervisory position and is primarily accountable for ensuring all terms and conditions of the MD's licensing requirements are met. In addition, this position is responsible for training and providing supervision to a small group of employees while performing the duties and responsibilities of a Utility Operator 2.

The Water Distribution & Collection Supervisor is tasked with additional administrative responsibilities including, *but not limited to*, scheduling water plant staffing, completing progress reports, and an annual report. Diligence, attention to detail, flexibility, and excellent interpersonal skills are essential to this position.

The provision of safe drinking water and wastewater utilities impacts the everyday life of MD citizens and the public, therefore high ethical standards and a commitment to safety are essential to this position.

Responsibilities Overview

- Administratively lead and provide oversight on small capital and operating projects and building/infrastructure maintenance with contractors, engineering firms, and Public Works crews.
- Lead utility bylaw enforcement, including handling of all meter readings/discrepancies, water connection applications, and fines/penalties enforcement.
- Ensure all supporting documents and forms related to water operations are up to date such as utility service guidelines, application forms, meter request forms, and permitting processes.
- Develop and enforce following of Safe Work Procedures and ensure team members follow all MD policies.
- In collaboration with Administration, ensure all notices (related to water and wastewater projects and operations) are distributed and clearly communicated.
- Delegate tasks and request/direct other internal resources as necessary to ensure lawful, safe, and efficient operation of all water and wastewater systems.
- Ensure team alignment regarding 365 day/yr. scheduling for water plant oversight as required by legislated approvals.
- Confirm all utility control systems and related equipment are operated safely and efficiently.
- Ensure the routine collection of water samples, analyzing test results, and implementation of adjustments are completed correctly.
- Validate that all maintenance, repair, or replacement requirements are documented correctly.
- Ensure worksites are kept tidy and team members have reviewed the required policies and work site processes.
- Encourage respectful communication and a collaborative team environment.
- Verify commissioning requirements are met (for new installations and maintenance overhauls) and that approved work procedures are followed for routine maintenance.
- Respond to and document public utility inquiries in a timely and courteous manner. This includes *but is not limited to* MD staff and Council, members of the public, contractors, and representatives from outside agencies.
- Attend all organizational and department meetings *including but not limited to* safety and tailgate meetings and organizational training.
- Provide input to operation budgets for water and wastewater

Qualifications

- Valid Class 5 Driver License
- Level II Water Treatment, Level I Water Distribution, Level I Wastewater Collection & Level I Wastewater Treatment Certification, and 5+ 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 principal 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 workload.