




JOB DESCRIPTION


JOB TITLE: SUPERINTENDENT – WASTEWATER TREATMENT PLANT

REFERENCE NO: 65010

DIVISION: ENERGY AND INFRASTRUCTURE

DEPARTMENT: MEDICINE HAT POWER AND WATER

APPROVAL DATES: BY: 
Bradley Maynes (Jun 7, 2022 16:10 MDT) **DATE:** Jun 7, 2022
MANAGING DIRECTOR – ENERGY AND INFRASTRUCTURE

BY: 
DATE: May 26, 2022
ACTING CHIEF HUMAN RESOURCES OFFICER

GENERAL DESCRIPTION:

Under the direction of the Operation Manager, this position is responsible for directing and controlling the operation and maintenance of the Wastewater Treatment Plant (WWTP) as classified by Alberta Environmental Protection Act, in a safe and efficient manner. Duties include staff management, scheduling and supervision of operations and maintenance activities, assisting with budget preparation, maintaining proper records, exercising cost control, perform administrative work as well as procuring equipment and materials.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to Manager – Operations.
- Supervises WWTP full time permanent and temporary staff.
- Internal relationships are developed and maintained with Medicine Hat Power and Water staff and other city departments.
- External relationships are developed and maintained with Provincial and Federal Regulatory Agencies, vendors, contractors, consulting engineers, non-government agencies, and other Municipalities.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Directly Responsible for administration and management of the WWTP pursuant to Alberta Environmental agencies, standards and legislation and City policies.
- Supervises and directs operations and personnel, associated equipment, processes, lab, lagoons and water supply system to meet prescribed Provincial and environmental standards.
- Responsible for training, evaluation, discipline and supervision of permanent and temporary employees
- Controls plant efficiency and directs special studies and investigations of wastewater, receiving waters, sludge processing, and treatment processes.
- Monitors and interprets readings from various sources and identifies potential equipment deficiencies for correction.
- Develops and maintains processes, policies, and procedures.
- Ensures maintenance work and WWTP equipment outages are properly planned.
- Responsible for assisting with the preparation and control of budgets, reports and executes purchases and associated invoices.
- Maintains positive and open communications with Provincial and Federal regulatory departments, external agencies, internal departments and the public on an ongoing basis.
- Ensures that environmental, health and safety policies, procedures, equipment, training and records are maintained in compliance with regulatory and due diligence requirements.
- Acts as the project manager when working with consultants and contractors involved in Capital improvement projects.

- Reviews public complaints and compliments and ensures appropriate follow- up action is taken
- Projects a positive image of self and the organization.
- Prepares, processes, and maintains up-to-date statistical and regulatory reporting records.
- Demonstrated organizational and leadership skills, to plan, prioritize, schedule, supervise and manage the work of multiple crews in a safe and efficient manner in a demanding, challenging, and changing work environment.
- Perform other duties as required.

REQUIRED COMPETENCIES:

- Thorough working knowledge of operations and maintenance relating the wastewater treatment plant.
- Excellent demonstrated skills in leadership, conflict resolution, interpersonal relationships, communication and organizational skills, work plans and commitments.
- Thorough knowledge of the Alberta Occupational Health and Safety Act, and all pertinent Provincial or Federal Safety and Environmental regulations.
- Skilled in the use of Microsoft and other current office software in a network environment and ability to adapt to the current integrated ERP system and new city- wide or occupation-specific applications.
- Proven leadership capabilities, including the ability to maintain and promote a cooperative and constructive team environment.
- Thorough knowledge and application of The City of Medicine Hat Health, Safety and Environmental Management System, ensuring procedures, equipment, training and records are maintained in compliance with regulatory and due diligence requirements.
- Thorough knowledge of the Alberta Environmental Protection and Enhancement Act and relevant legislation.
- Proven ability to work effectively independently and as a team member and be accountable professionally and personally for the accuracy, timeliness, appropriateness, and quality of judgements.
- Ability to express ideas clearly and effectively, orally and in writing.
- Demonstrate an advanced ability to interact and communicate effectively, tactfully, and respectfully with both internal and external customers.
- Ability to make decisions independently using proper judgement and procedures.
- Thorough knowledge of the operations, maintenance, and capital budgeting process.

REQUIRED QUALIFICATIONS:

- Alberta Level IV Wastewater Treatment certificate.
- Seven (7) years' experience in a large municipal treatment facility including four (4) years in a supervisory capacity.
- Possess and maintain a valid Class 3 Alberta Driver's License with air brake endorsement and an acceptable driving record.
- Additional certifications and training requirements provided on hire.
- A management approved combination of equivalent education, training and experience may be considered.