
MUNICIPALITY OF CENTRE HASTINGS

JOB DESCRIPTION

October 2022

JOB TITLE: Environmental Supervisor

DEPARTMENT: Public Works

DIVISION: Water Distribution, Wastewater Collection, and Storm Water, Garbage Collection, Landfill and Aquatic Weed Harvesting

DIRECTLY RESPONSIBLE TO: Director of Public Works

INDIRECTLY RESPONSIBLE TO: Municipal CAO/Clerk

MAIN PURPOSE:

Reporting to the Director of Public Works, the Environmental Supervisor as the designated **Operator-in-Charge (OIC)**, is responsible for overseeing the operations of the municipal drinking water distribution system, wastewater collection and transmission system/lagoon operations, storm water system; and environmental services programs such as: solid waste/garbage collection/diversion programs, environmental monitoring, municipally operated landfill, and aquatic weed harvesting. Responsibilities include development and implementation of efficient operational strategies, procurement, long-term planning, and communications with and preparation of reports for regulatory authorities, members of the public, and Council, as well as supervision and scheduling of designated environmental staff.

KEY RESPONSIBILITIES:

- Ensures compliance with all applicable Acts and regulations including, but not limited to: Occupational Health & Safety Act, Safe Drinking Water Act, Ontario Water Resources Act, Environmental Protection Act, and any other Acts pertaining to the duties
- Review emerging legislation, technical reports, and municipal policies to stay current with industry standards and determine applicability to the Municipality
- Provide emergency notification to public and local agencies in the event of adverse water or spills to the environment
- Prepare and present reports for Council as needed/required
- Take every precaution reasonable in conjunction with the Director of Public Works to ensure the health, safety, and protection of workers, including ensuring workers work in a manner

and appropriate protective devices, measures and procedures required by the Occupational Health and Safety Act and all municipal policies are followed

- Ability to deal effectively and courteously with the general public and external agencies
- Works closely with the planning department to review and approve of site plans, to take into account the impact on existing infrastructure and/or requirements for expanded/additional municipal infrastructure (i.e., water, sewer and storm drainage)
- Supervision of the construction, maintenance, and repair of the water/sewer systems/environmental infrastructure
- Investigate and respond to proposals by utility companies, contractors etc. to relocate, extend and repair their respective lines and make recommendations to the departments
- Assists the Director of Public Works in investigating and resolving complaints/concerns from the public within established policies
- Assists the Director of Public Works in ensuring that all equipment and vehicles are maintained in a state of readiness having regard for the financial investment and Health and Safety
- Assists the Director of Public Works in overseeing the contract with the Ontario Clean Water Agency with respect to the operation and maintenance of the Municipality's water and wastewater treatment facilities and review all invoices
- Through the collaboration with the Director of Public Works and Contract Agencies responsible for the water distribution system and wastewater collection system more specifically as follows:
 - Installing, altering, and maintaining in ground mains and services
 - Oversee maintenance of sewer cleaning and sewer inspection
 - Maintain necessary records and make drawings for records
 - Testing, inspecting, and repairing of hydrants, mains, and sewers
 - Flushing of hydrants and sewers on a regular basis and keeping a record of such activity
 - Perform locates as required
 - Turn water on/off for customer.
 - Perform inspection of new mains and residential services
 - Oversees leak detection and meter reading programs
- Assists the Director of Public Works to develop an annual preventative maintenance program and asset replacement program within available annual budgets
- Assists the Director of Public Works in preparing, coordinating, reviewing and/or providing recommendations on the capital and operating budgets; monitors and administers approved division budget and authorizes payment of accounts for operating budgets and Council reports
- Through the collaboration with the Director of Public Works, Landfill staff and Contract Agencies responsible for landfill monitoring, well testing and compliance reporting, general lagoon operations and review of annual reporting and waste collection and reporting
- Provide assistance and support to CAO/Clerk and Director of Public Works in matters relating to Provincial Source Water Protection
- Maintains files, plans, and records for infrastructure works and liability issues
- Performs other duties as directed

EDUCATION/EXPERIENCE/SKILLS TRAINING:

- Post-secondary education in the environmental services, engineering, or other related fields.
- Licensed under the Provincial regulations for the licensing of Water/Wastewater Treatment Facility Operators including:
 - Ontario Ministry of Environment Certification/Licensing
 - Class II Water Distribution
 - Class II Collection
 - Health and Safety Certification
 - First Aid Certification
 - Confined space entry and rescue
 - DWQMS Certification
- Supervisory experience in a municipal or government organization would be considered an asset, specifically relating to water distribution and wastewater collection, landfills, and knowledge of water/wastewater treatment
- Must have knowledge of Ontario Drinking Water Regulations and Ontario Drinking Water Quality Management Standards (DWQMS)
- Experience in assisting with developing, managing, monitoring, and analyzing capital and operational budgets
- In-depth knowledge of regulations, policies, and guidelines as they relate to the municipal operations and infrastructure
- Knowledge of computerized applications, which assist engineering and public works operations. Must have advanced computer literacy including well developed abilities in Outlook, Word, Excel, and Arc GIS
- Ability to read maps, drawings, schematics, plan, and profiles using in part computer technologies, etc.
- Strong supervisory and organizational skills
- Excellent oral and written communication skills
- Valid Ontario G class drivers' license

WORKING RELATIONSHIPS:

- **Internal:** Other Department Staff, Supervisor of Parks/Rec and Facilities, Environmental Supervisor and Director of Public Works
- **External:** Contract agencies, suppliers of services and equipment

WORKING CONDITIONS:

- Required to work 40 hours per week; (additional hours can be expected)
- Must carry the On-Call phone and be available 24/7 except for weekend rotation and booked vacation (as long as there is another Water Operator available)
- Both inside and outside work in all seasons
- Periodically requires physical labour
- Travel may be required
- Availability to attend evening and/or weekend meetings as requested/required