

SUPERVISOR – Water and Sewer

Department of Engineering & Public Works

Salary (\$81,643 – \$102,053)

CLOSING DATE: 11:00 a.m. on Friday, 16 May 2025

YOUR OPPORTUNITY

Reporting to the Town Engineer, the Water and Sewer Supervisor is responsible for the day-to-day management and operations of the Water and Sewer division. The Supervisor oversees managing staff, purchases, project implementation, operations, maintenance and repairs, and follows industry standards and best practices.

The division is responsible for the Town of Oromocto's water distribution and sewer collections and treatment systems. The Supervisor is also accountable to the Department of Environment as well as the Department of Justice & Public Safety, Public Health unit. The Supervisor is in charge of the installation, maintenance, repair and operation of the Town's water and sewer systems including water mains, hydrants, meters, sewer mains and lift stations and coordination of water treatment.

WHY OROMOCTO

Oromocto is located within the Capital Region of New Brunswick and is home to the Canadian Forces Base Gagetown, one of the largest military training centres in the Commonwealth. Over 25,000 consumers live within a 10 km radius. The Town of Oromocto provides all the advantages of a well-serviced urban centre yet prides itself on having a small-town ambiance. Its multitude of trails, parks, and rivers is an outdoor enthusiast's dream and contributes to the overall quality of life. Oromocto is just minutes from the international airport, 15 minutes from Fredericton and an hour from the City of Saint John. We are a vital community with outstanding municipal services, a reliable labour force and an exciting quality of life.

WHAT WE OFFER

- 1.25 days (15 days) per month of vacation
- 1.50 days (18 days) per month of sick credits
- Defined Benefit Pension Plan
- Comprehensive benefits package or Benefit Allowance
- Opportunities for professional development and training
- Employee and Family Assistance Program (EFAP) and services

DUTIES & RESPONSIBILITIES

Operations of Water and Sewer division:

- Adhere to best practices for water distribution and sewer collection operations.
- Remain current and implement best practices for risk management and assessments.
- Conduct scheduled assessments and regular inspections, and perform as needed maintenance and repairs to water distribution and sewer collection facilities and infrastructure including water tower, treatment plants, lift stations and underground lines. Provide prompt response to any hazards, safety concerns, or other matters as appropriate.
- Health and safety management including hazard identification and analysis.
- Evaluate the needs and recommend improvements to water and sewer system.
- Oversee broken or malfunctioning water and sewer lines including locating and isolation of valve(s), locating and repairing leaks, replacing pipe(s), making necessary connections and flush and pressure test mains.
- Check, clean and maintain lift stations, including monitoring, repairing and maintaining motors, switches and control devices.
- Access manholes as required.
- Inspect new water and sewer connections.
- Perform utility locates.
- Inspect and repair fire hydrants deficiencies as required.
- Ensure machinery and mechanical equipment are operating properly.
- Confirm water samples are collected for testing, checking chlorine residuals and reviewing lab results.
- Conduct quarterly meter reads, changing meters when needed.
- Ensure daily operational and safety checks are performed on vehicles and equipment; reporting any defects, repairs and required maintenance.
- Ensure all machinery and mechanical equipment are operating properly.
- Identify capital project and capital equipment needs; collaborating with Engineering services on construction and maintenance activities.
- Document, submit appropriately and maintain records for activities such as assessments; inspections; reports; maintenance and repairs; services performed; licenses; permits; schedules; etc.
- Requisition supplies, materials, and equipment for work activities in accordance with guidelines and policies, ensuring items are readily available for front-line equipment.
- Perform grounds work and landscaping as needed.
- Respond to emergency situations.
- Implement environmentally conscious practices.
- Follow procedures and practices consistent with the other divisions under Public Works.
- Provide support for special events and projects as required.

Staff Management:

- Manage the day-to-day operation of the division including planning, scheduling, delegating, tracking and reviewing work, mitigating or bringing forward any identified areas of concern.

- Manage and monitor multiple work sites, assisting with capital projects.
- Carry out safety monitoring activities, ensuring all employees are following health and safety procedures; inspect safety conditions of work areas; follow compliance with safety standards and policies; and complete and submit required documentation as needed.
- Safely conduct and monitor confined space entries.
- Provide leadership and guidance to employees and address concerns.
- Motivate, mentor and promote teamwork and a positive work environment.
- Provide opportunities for employee personal development and cross-training, ensuring job specific safety training is administered and kept current.
- Evaluate and conduct employee job performances.
- Maintain an employee phone shift schedule.
- Take corrective actions when required.

Internal and External Communications:

- Field and respond to public inquiries ensuring to deliver quality customer service.
- Communicate, support, and collaborate with municipal staff.
- Engage and liaise with regional, provincial, and federal agencies regarding relevant regulatory issues.
- Liaise with utilities in respect to location of services and maintenance of existing infrastructure.
- Participate in meetings, internally and externally, including with community stakeholders as well as government counterparts.
- Cultivate partnerships with community stakeholders and organizations to foster effective working relationships and networks.
- Oversee responsibilities under the Town's Emergency Measures Organization.
- Issue public notices when required.

Financial and Administrative Management:

- Ensure the efficient and strategic operation of administrative processes for the division.
- Manage budget aspects, including preparation of the annual budget; development of capital budget proposals; and regular management and monitoring of expenditures and revenues.
- Complete regular reporting both internally, as well as with different levels of government, including monthly activity reports for Council.
- Manage short-term projects.
- Ensure records are properly maintained.
- Coordinate with the Town's Treasury Department for any non-payment of accounts.
- Other relevant duties as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS

- Minimum five (5) years relevant experience in a supervisory position and/or any combination of training and experience which provides the knowledge, skills and abilities required to perform the essential job functions

- Must be certified in Water Distribution, Wastewater Collection, and Wastewater Treatment.
- Sound understanding of safe work practices, corporate safety policies, and WorkSafe NB legislation, regulation and guidelines
- Knowledge of standard policies and practices regarding water supply and distribution and sewage removal and the assembly, installation, inspection and maintenance of pumps, metering devices, piping, hydrants, valves and related appurtenances.
- Must be able to operate a respirator and other protective equipment, including anti-fall and retrieval equipment
- Ability to find and map systems using AutoCAD
- Strong leadership skills
- Analytical and problem-solving skills
- Ability to handle difficult and stressful situations with good judgement and discretion
- Ability to work independently
- Experience with Office 365 Business Suite (primarily Outlook, Word & Excel)
- General understanding of accounting and finance principles
- Strong time management skills – able to keep crews to task and maintain an established work schedule to complete projects in a timely fashion
- Willing to receive safety and any other specialized and/or applicable trainings related to the position such as Confined Space
- Willing to work extended work hours and respond to after hour calls
- Valid Class 5 driver's license with satisfactory driver's abstract
- Criminal Record Check
- Must be willing to receive Twinrix Immunization
- Other related training and experience will be considered

ASSET QUALIFICATIONS

- Experience working in a municipal setting
- Experience handling chemicals and working in confined space conditions
- Experience handling chemicals
- Knowledge working in unsanitary or hazardous locations

TERMS OF EMPLOYMENT

- Permanent, full-time, non-bargaining position
- Position located with the Engineering & Public Works facility at 181 Black Watch Ave.
- English essential. The ability to communicate in both official languages is considered an asset but is not a requirement for this position
- Public Works operates Monday - Friday (37.5 hours per week)
- Work is frequently performed outside with exposure to inclement weather, vehicular traffic, and occupational hazards
- Applicant must be capable of performing work duties under moderately stressful situations and be available to work overtime as may be required from time to time

APPLYING FOR THIS POSITION

Your resume must clearly demonstrate how you meet the requirements of the position. Please include any educational Degrees, Diplomas and/or Certificates that are relevant and required for this position.

Applicants can forward a resume, cover letter, and a portfolio of their work that they feel demonstrates their abilities relative to this position. Submissions can be sent in confidence to:

Town of Oromocto
HR@oromocto.ca

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Thank you for your interest. Only candidates selected for interviews will be contacted.