



CITY OF
PRINCE GEORGE

ROLE DESCRIPTION

JOB TITLE: SUPERVISOR, WATER PUMPHOUSE & TRADES

DIVISION: UTILITIES PLANTS / UTILITIES **SCHEDULE:** EXEMPT

DEPARTMENT: CIVIC OPERATIONS

JOB SUMMARY:

The Supervisor, Water Pumphouse & Trades is responsible for overseeing the City of Prince George's drinking water supply and storage facilities as well as Civic Operations trades persons. The Supervisor, Water Pumphouse & Trades is tasked with ensuring compliance with all regulations and permits required to operate the systems. Additionally, the incumbent is responsible for data analysis related to asset management including developing, forecasting and modeling, financial expenditure plans, monitoring all capital budget expenditures and assisting with capital planning.

Responsibilities include preparing and reviewing budgets and cost estimates for capital projects and operating functions; coordinating the preparation of engineered design plans, preparing tenders, and construction oversight through in-house staff or consultant services. Effective project management is a key aspect of this role.

The incumbent has supervisory responsibility for all drinking water supply and trades people. The incumbent also administers and coordinates the water meter and cross-connection control programs outlined in the City's Water Bylaw.

ORGANIZATION STRUCTURE:

This position reports to the Manager, Utilities Division. Reporting directly to this position are the Water Pumphouse Foreman, the Water Systems Technician, the Utilities Maintenance Foreman, the Electrical Foreman, the Water Pumphouse Operators, the Plant Maintenance Technicians, the Electricians and the Millwright as well as other staffing resources as needed on a project or workload basis. The incumbent oversees the work of various contractors and consultants, as required.

NATURE AND SCOPE:

The Supervisor provides leadership and daily supervision to employees and provides direction on workflow and priorities. The incumbent appraises the performance of staff and, when required, initiates and implements progressive discipline procedures. The Supervisor is responsible for hiring; ensuring that every new employee receives an orientation; identifying and implementing staff training and development needs; preparing work schedules; approving vacation requests; monitoring and following up on other employee absences; ensuring job descriptions are kept current and updated when appropriate; identifying, developing and implementing improved

workplace practices and procedures. He/she ensures that existing policies and procedures are clearly identified, documented, communicated to staff, and consistently applied.

The Supervisor is responsible for developing financial expenditure plans, forecasts and models in support of asset management. Through liaison with other departmental staff, the incumbent is responsible for monitoring capital expenditures and advising the Manager of progress, as well as assisting with capital planning. As part of the overall Utilities Division management team, the incumbent is responsible for setting and achieving goals for the section and for developing and implementing short-term, mid-range and long-term plans.

The Supervisor facilitates various Utilities projects by coordinating engineering designs and creates and issues Requests for Proposals (RFP's). He/she develops and reviews bids for RFP's for contracted services and for managing contracts with contractors.

The Supervisor prepares and issues construction tenders and oversees construction projects to ensure all City design and quality standards are met. Other responsibilities include providing technical information to the development community as required and providing input for the Utilities Asset Management System.

The Supervisor is responsible for developing strategies to safeguard the quality of the drinking water supply including maintaining records and data relevant to quality and quantity for drinking water, preparing reports for internal and external use and ensures that all relevant Provincial and Federal mandated requirements are adhered to.

The Supervisor is responsible for the development, implementation and monitoring of the Health and Safety of their workers. This includes the development and maintenance of standard operating procedures, hazard assessments, incident investigations, safety inspections and other related health and safety processes. The Supervisor must provide a strong understanding of the equipment and training required to maintain worker safety along with the necessary recording and reporting requirements necessary to meet WorkSafe requirements.

CONTACTS:

The Supervisor liaises daily with City management staff and employees of other divisions and departments, and routinely deals with confidential matters and sensitive issues. The incumbent is expected to act in a proactive manner within the overall Divisional team. There is regular contact with members of the general public, external contractors, Regional, Provincial and Federal government agencies including Northern Health.

There is a strong emphasis on communication and on building and maintaining positive, professional relationships both internally and externally.

EDUCATION & TRAINING:

The successful candidate will hold a relevant degree or diploma from an accredited post-secondary institution and is certified as a professional engineer, professional biologist, professional agrologist, technologist, technician, or other relevant certification; or at minimum has

achieved Water Distribution or Water Treatment Level 2 certification under the EOCP, or is a certified tradesperson.

Ideally, the candidate will have several years of progressive experience in the field of water and construction management. Experience in project management and supervision of staff is essential, preferably gained in a unionized setting.

Critical attributes include:

- Demonstrated proficiency in each of the City's leadership competencies: Innovation, Strategy, Persuasion, Communication, Delegation, Achievement, Cooperation and Empathy.
- Considerable knowledge of mechanical and electrical control systems.
- Knowledge of water pumping and distribution systems.
- Considerable knowledge of operation, construction, maintenance, planning and capital projects as it relates to the municipal water supply. Thorough knowledge of municipal construction procedures and of municipal, provincial and federal legislation, regulations and guidelines, particularly as they relate to construction projects.
- Ability to access all construction sites and facilities.
- Ability to work effectively on a self-directed basis in a changing environment, and make timely and technically-sound decisions under pressure.
- Ability to maintain effective, positive working relationships with others to help create a proactive, positive, and motivated team environment.
- Knowledge of relevant legislation.
- Extensive knowledge of laboratory procedures and the ability to interpret the results.
- Knowledge of computerized maintenance management systems.
- Ability to plan and carry out capital and maintenance projects through to conclusion.
- Strong time management, organizational and project management skills, along with the ability to work to deadlines.
- Well-developed research, analytical and problem solving skills.
- Ability to communicate effectively and respectfully, both orally and in writing.
- Excellent communication and interpersonal skills to deal with a wide range of internal and external contacts.
- Knowledge of life cycle costing.
- Considerable experience in budget tracking, cost estimating, project scheduling and coordination of construction projects.
- Knowledge of municipal infrastructure asset management planning.
- Demonstrated initiative and the ability to work in an independent manner.
- Strong supervisory skills and the ability to train, mentor, lead and evaluate staff.
- Ability to work within, and contribute to, a collaborative team environment.
- Demonstrated commitment to quality service with a strong customer orientation;
- Demonstrated public relations skills.
- Ability to deal effectively with the public and the development community.
- Knowledge of industrial, commercial, institutional (ICI) and residential water meter installation and bylaw requirements.
- Knowledge of backflow preventer installation and bylaw requirements.

- Ability to use office and project management software including, but not limited to: MS Office, MS Project, infrastructure management systems, and financial cost tracking systems.
- Knowledge of health and safety regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.
- Demonstrated ability to incorporate safety related activities as part of daily operations.
- Knowledge of the required health and safety documentation required for related work activities.
- Ability to coordinate and implement the training required to meet health and safety requirements.

Driver's License: Yes. BC Driver's License, full privilege Class 5.
Vehicle Usage: Yes. As per the City's Transportation Program.
Police Information Check: N/A

Prepared by: Bourret / Layte Liston
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