

Job Posting #2024-25

Job Title: Manager, Environmental Services

Department: Operations

Reports To: Director of Operations

Directly Supervises: Foreperson, Environmental Services; Supervisor, Process & Compliance (QMS Rep.); Coordinator, Environmental Services.

Status: Full-time, Permanent.

Hours per Week: 35

Salary: \$91,749.48 - \$111,522.02

Application Due Date: Sunday, June 2, 2024.

Position Summary

Reporting to the Director of Operations, this position is responsible for the administration and supervision of operational staff, facilities, infrastructure and distribution systems for the Municipality as it relates to the management of water treatment and distribution, wastewater collection and treatment, and solid waste management operations; ensure compliance with legislation and Municipal bylaws/policies for the protection of public health and safety.

Role Specific Duties and Responsibilities

Management & Leadership:

1. Participate as a member of the Operations team, providing input on departmental/divisional planning and strategic initiatives; lead and/or participate on project teams, as assigned, and contribute to departmental business planning.
2. Provide leadership to the Environmental Services team, management of direct reports and human resources administration which includes;
 - a. work planning, scheduling and assessment of staffing needs;
 - b. hiring/promotion, staff development, coaching/mentoring and conducting performance management reviews;
 - c. conflict resolution, discipline and termination recommendations;
 - d. authorizing overtime and leaves of absence;
 - e. promote team goals and harmony among team members.
3. Accountable to ensure all staff are knowledgeable of applicable health and safety legislation, policies and procedures, perform good health and safety practices; are trained to act appropriately in emergency situations, practice safe program delivery and operate equipment and materials safely utilizing safe work practices; ensure that documented procedural information is available, and that necessary reports/follow-up to such incidents are completed and reported accordingly.
4. Prepare, administer and monitor annual operating and capital budgets pertaining to Environmental Services in consultation with the Director of Operations and Director of Engineering. Prepare operating budget variance

reports as required. Recommend rates and fees and ensure financial accountability and viability of services. Ensure economic utilization of equipment and arrange for rental of additional equipment when necessary; maintain inventory control; review/approve accounts payable invoices for payment. Ensure that all data and annual compliance reports required by the various Certificates of Approval for the facilities are prepared and issued; monitor status of approval certificates and respond promptly to matters arising from periodic inspections.

5. Monitor overall performance of Environmental Services against the business plan and budget; prepare and submit periodic performance/variance reports with initiation of corrective actions as necessary. Assist in the preparation of grant and joint funding applications for projects and partnerships; administer/monitor the approved annual budget including authorization of expenditures. Make recommendations for ongoing development and improvements to the Municipality's Environmental Services.
6. Act as a liaison and/or resource to municipal departments, government organizations. Participate in conferences and seminars for professional development and upgrading, as required.
7. Assist in the preparation of reports/recommendations; brief the Director, Operations on all relevant matters; attend Council, Committee, community and other public meetings and events as required; make presentations and provide advice/guidance on Environmental Services related issues and strategies and new/pending legislation and regulatory guidelines as required; initiate actions required by Council and coordinate and monitor assigned tasks emerging from meetings as directed by the Director, Operations.
8. Prepares reports utilizing statistics and analysis for the Director, Operations to identify opportunities for improvement in the cost and delivery of services.
9. Regularly review and evaluate administrative and service delivery processes with a view to streamlining/updating practices and fostering excellence in customer service.
10. Responsible to identify opportunities, gather market intelligence and seek input to problems and to analyze new and emerging technologies relating to the management of Environmental Services; keep senior management apprised of opportunities and advances in technology that could provide economic or environmental benefit to the Municipality.
11. Respond to inquiries from, and/or liaises with, residents, the general public, community and special interest groups, other governments/agencies, internal branches/departments on preventative and regular maintenance of Municipal assets including water/wastewater infrastructure, service improvement programs and other works that may result in residential service disruptions.
12. Represent the Municipality in legal issues and gives evidence in matters related to Environmental Services.

Environmental Services Operations:

1. Responsible for facilities associated with the water/waste water systems, implementing maintenance and management programs for the water supply, treatment and distribution infrastructures, sewer collection and treatment, and solid waste management; responsible for arranging and coordinating all plant shut downs; ensure tools, vehicles and work equipment are properly maintained;
2. Manage all waste contracts relating to solid waste collection and disposal, organics, hazardous waste and other diversion streams that may be part of the Municipal diversion goals. Implement new waste initiatives and work with special interest groups to implement new diversion programs.
3. Develop, recommend and administer preventative maintenance programs, procedures, systems and standards to improve operation/system efficiency/reliability ensuring compliance with Ministry of Health and Ministry of Environment guidelines, and health and safety regulations.
4. Manage, review and provide recommendations for solid waste management contract administration and implement new waste diversion programs.
5. Manage the performance of various services and capital projects, recommending improvements as appropriate; evaluate program requirements for assigned services and oversee the preparation, development and implementation of various plans including Water and Wastewater Master Plans.
6. Manage the Environmental Services Division within the Operations Department; develop an operational working knowledge of all other services of the department.
7. Assist in reviewing the design of extensions or modification to the facilities, linear and non-linear infrastructure including reviewing engineer's reports, drawings, specifications, cost estimates and inspections of site work performed by staff and/or contractors. Review infrastructure requests for future residential developments and proposed Institution, Commercial and Industrial submissions to ensure compliance with relevant Regulations and Standards.
8. Manage the existing SCADA System ensuring that all data is current and secure; monitor system controls and make proactive recommendations to ensure the capital infrastructure is in place in advance of planned growth and infrastructure expansions.
9. Manage the water/wastewater service delivery, water metering & billing systems, overall system efficiency for water loss and inflow/infiltration, municipal buildings, pumping stations and water storage structures arranging for external maintenance, site plans, and security; oversee the Environmental Services Division fleet including the acquisition, maintenance and accessorizing of vehicles.
10. Review the design of extensions or modifications to the systems including review and recommendations of engineering reports, drawings and specifications, cost estimates, and applications; inspect site work performed

by own staff, contractors or hired personnel.

Asset Management & Purchasing:

11. In conjunction with the Director of Engineering, develop, monitor, analyze, report and manage all aspects of infrastructure performance with respect to service level standards and life-cycle costs relating to all Environmental Services related assets; assist with implementing an integrated asset management program including asset management planning, investment and budgeting, life-cycle and condition assessment, performance measurement, etc.
12. Formulate and/or participate in the formulation of Terms of Reference and RFP/tender documents and associated evaluative criteria; provide input and/or make recommendations on the hiring of contractors/consultants/vendors/suppliers to assist with/undertake capital equipment/operations-related projects or to provide products/services; monitor their work and/or administer the agreements/contracts in accordance with municipal policies/procedures.
13. Oversee, administer and provide technical guidance on contracts including design review, scheduling tendering, contract resolutions, field changes, etc. related to all maintenance and capital works both linear and non-linear.

General Duties and Accountabilities (All Municipal Roles)

1. Provides and maintains a high degree of confidentiality and security of information at all times. Ensures confidentiality of information provided to produce content for Council, and other sensitive information sources where information is developed prior to staff/public release.
2. Perform other duties as may be assigned in accordance with department and corporate objectives.
3. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.

Required Certifications and/or Health and Safety Requirements

1. MECP System Operator Certificates in: Water Treatment-Class II, Water Distribution-Class II, Wastewater Collection Class III and Wastewater Treatment-Class II would be an asset.
2. Possess a Valid Class 'G' Driver's Licence in good standing; possess valid CPR and First Aid Certificates or willing to obtain.
3. Something about Waste Management – basic knowledge and/or experience in solid waste/composting/recycling would be an asset.

Education, Skills and Experience

1. Diploma in Engineering Technology and the Certified Engineering Technologist (CET) designation from the Ontario Association of Certified Engineering Technicians & Technologists (OACETT); or approved equivalent combination of education and experience, and will have demonstrated strengths in environmental science and municipal engineering.
2. Minimum 10 years' of progressive experience in water, wastewater and solid waste management preferably in a municipal environment, with a minimum of 5 years' management and/or supervisory experience.
3. Previous experience with tendering processes and contract development, supporting various capital projects and initiatives.
4. Knowledge of water distribution system modelling and wastewater collection system modelling; and system optimization processes would be preferred.
5. Some knowledge on solid waste collection/diversion programs would be an asset. Thorough working knowledge of water/wastewater treatment and distribution management including budgeting skills; health and safety, WHMIS, SCBA, relevant legislation/Statutes/Acts/Regulations; contract administration; equipment operation and maintenance; knowledge of employee relations, principles and practices; Microsoft Windows and Office applications; GIS and SCADA computer programs, and office equipment.
6. Ability to deal effectively and courteously in all aspects of the position; to work effectively and to foster good rapport and cooperative working relationships.
7. Excellent communication (written, oral and interpersonal), analytical, problem-solving, organizational, public relations, strategic planning, report-writing, time management, leadership, and supervisory skills; team building and mentoring abilities.

Physical Demands and Working Conditions

- Physical demand requires computer work concentration and visual observations for MOECC compliance and personal safety on job sites. Physical dexterity required for walking, bending and minimal lifting as required. Working conditions vary between a standard office environment to conducting on-site inspections; exposure to inclement weather conditions, mud, dirt, noise; and exposure to public criticism.
- Normal hours of work are 35 hours per week with some evening and/or weekend attendance required to attend Council, Committee and other meetings. Availability or provision for 'on call' response which requires carrying a cellular device (24/7 operation) as part of the Emergency Management Team, and responding to after-hours alarms involved with the operating system, provide after-hour guidance to Environmental Services staff, including other emergency calls; available for overtime hours, when necessary.

Contacts and Interactions

- Communicates and/or liaises with staff, Mayor and Council, representatives from the Ministry of Health, Ministry of Environment, Ministry of Labour, other regulatory agencies, local authorities, senior governments, community groups, industries and other organizations; laboratory suppliers; consultants and contractors; trades, external service providers, and the general public.

Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #2024-25 by Sunday, June 2, 2024 to:

jobs@meaford.ca

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.