



## Selwyn Township Job Description

Position: <b>Operations Coordinator - Water &amp; Wastewater</b>	Page: 1 of 4
Reports To: Water & Wastewater Supervisor	Date: April 2024
This Job Description is: <input checked="" type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/> Revised	

### **Job Summary:**

Works with the Manager of Public Works and Water & Wastewater Supervisor, to coordinate and oversee the day-to-day operations of the Water and Wastewater systems to meet the QMS, DWQMS and SDWA standards along with all other related government legislation and Township policies and procedures.

### **Duties and Responsibilities:**

1. In the Water & Wastewater Supervisors absence, and as required, act as the Township's Overall Responsible Operator (ORO) and QMS Representative, for the Township's Municipal Drinking Water Systems and as the ORO for the Township's Municipal Wastewater systems.
2. Assigns and oversees tasks to Water & Wastewater Operators related to Water and Wastewater operations, which may include maintenance activities, sampling, repairs, installations and reading of water meters.
3. Performs the duties and responsibilities of the Water & Wastewater Operator as required.
4. Assists the Manager of Public Works and Water & Wastewater Supervisor in the development and implementation of short- and long-range strategies, time sensitive special projects and operating plans for the municipality.
5. As required, prepares cost estimate, tender, quotation, and proposal documentation as required and in accordance with the approved purchasing policy.
6. Responsible to purchase supplies, hardware, or maintenance items as required for the day-to-day operation and maintenance of the water and wastewater systems or other projects as assigned and will retain associated paperwork for the Water & Wastewater Supervisor, in accordance with the approved budget.
7. Adheres to legislation and regulations of various Provincial and Federal Ministries, agencies, and Municipal policies.
8. Assists the Water & Wastewater Supervisor with maintaining an inventory of equipment, supplies and material required for the department.

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**Duties & Responsibilities: (Cont'd)**

9. Assists the Water & Wastewater Supervisor in the ongoing maintenance programs for all department vehicles and equipment, to ensure reliability and safety.
10. Supports the Water & Wastewater Supervisor ensuring effective scheduling of employees and use of equipment to complete work assignments, ensuring the efficient use of resources.
11. Produces and maintains any forms, records, reports, and correspondence as required.
12. Attends meetings as required.
13. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
14. Responsible to adhere to the Occupational Health and Safety Act and Municipal Health and Safety Policy and to ensure that employees under his/her supervision adhere to the same.
15. Performs other duties and carries out special projects as assigned.

**Supervision:**

This position requires the incumbent to oversee operations and direct the work of other Township personnel with respect to water and wastewater.

This position may be required to direct the work of contractors and sub-trades engaged by the Municipality as assigned by the Manager of Public Works and/or the Water & Wastewater Supervisor.

**Contacts:**

Internal: With the Water & Wastewater Supervisor, Manager of Public Works, and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With various Municipal/Provincial/Federal officials to provide and obtain information.

With the general public to provide information, ensuring polite and tactful relations.

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**Working Conditions:**

Exposure to hazards and inclement weather conditions. Some exposure to chemicals and gases.

The incumbent may be required to work unusual hours in order to handle emergencies outside of normal working hours.

Occasionally required to work in confined or tight spaces to access parts and sections of equipment requiring maintenance.

**Job Knowledge:**

Ontario Secondary School Diploma or equivalent and a minimum of 3 years related experience in a similar role, with experience in leading or directing the work of others.

Current Class 2 Water Treatment license, Class 2 Water Distribution license, Class 2 Wastewater Treatment license and Class 2 Wastewater Collection license. Water Meter Installers Certificate preferred.

Requires a valid Class “G” driver’s license. Class “D” driver’s license with “Z” endorsement is considered an asset.

Good working knowledge of Ministry of the Environment policies affecting water and wastewater operations.

Good organizational and communication skills

Proven effective customer service skills.

**Key Competencies:**

- Communication
- Customer Focus
- Job Knowledge
- Leadership
- Organization & Planning
- Quality Orientation
- Team Work and Cooperation