

Selwyn Township Job Description

Position: Water & Wastewater Supervisor	Page: 1 of 4
Reports To: Manager of Public Works	Date: July 2025
This Job Description is: ___ New ___ Existing <u>x</u> Revised ___ Rescinded	

Job Summary:

Acting as the Township's Overall Responsible Operator (ORO), coordinates and supervises the day-to-day operations related to the Township's water and wastewater infrastructure and distribution systems according to QMS, DWQMS and SDWA standards along with all other related government legislation. This includes repairs, installations and operations of water and wastewater mains, water services, wastewater laterals, water meters and water meter equipment and assist with all functions related to equipment operations.

Duties and Responsibilities:

1. Acting as the 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. Coordinates preventative and emergency maintenance on water and wastewater systems, following the Township's quality management system as well as all provincial legislation.
3. Schedules and implements short- and long-term maintenance activities, programs, and projects, based on industry best practices, in consultation with the Manager of Public Works. Coordinates, reviews, prioritizes, and completes activities and work orders related to municipal water & wastewater.
4. Reviews and supports long term capital planning initiatives and operational budget preparation related to municipal water and wastewater. Sources, facilitates, and completes grant applications and seeks out alternative funding sources for water, sewer, and environmental initiatives.
5. Ensures accurate records of water and wastewater systems within the Township. Receives, inputs, and analyzes water and wastewater data/trends within the municipal system. Ensures that any data collected meets required quality standards to satisfy internal and external review.
6. Reviews problems with staff and provides guidance as to methods, priorities or other assistance that may be required.

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Duties & Responsibilities: (Cont'd)

7. Adheres to legislation and regulations of various Provincial and Federal Ministries, agencies, and Municipal policies.
8. Responsible for maintaining an inventory of equipment, supplies and material required for the department.
9. Assists in the ongoing maintenance programs for all department vehicles and equipment, to ensure reliability and safety.
10. Assists in the preparation of payroll information and equipment time sheets for submission to the Manager of Public Works.
11. Fosters a positive work environment, continuous improvement, and customer service excellence.
12. Responsible for the effective scheduling of employees and use of equipment to complete work assignments, ensuring the efficient use of resources.
13. Provides recommendations to the Manager of Public Works regarding personnel matters including disciplinary actions or dismissal of employees.
14. Performs the duties of the Water & Wastewater Operator as required.
15. Ensures purchases are made in accordance with the municipal purchasing policy, verify and submit all department related billings to the Manager of Public Works for approval in an accurate and timely manner.
16. Assists with the preparation and monitoring of the annual operational and capital budgets.
17. Assists with the preparation and maintenance of the Township asset management program.
18. Recommends proactive environmental practices to support “green” initiatives to implement relevant sections of the Township’s strategic plan.
19. Produces and maintains any forms, records, reports and correspondence as required.
20. Attends and prepares for meetings as required.
21. Ensures that traffic protection plans are completed as required.

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Duties & Responsibilities: (Cont'd)

22. With respect to water & wastewater, performs the duties and responsibilities of the Manager of Public Works in their absence.
23. Responsible to communicate directly with the general public, members of Council and/or other personnel regarding any water or wastewater matter, providing accurate information and ensuring effective management of any issues identified.
24. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
25. Responsible to adhere to the Occupational Health and Safety Act and the Municipal Health and Safety Policy and any other relevant policies/legislation and to ensure that employees under his/her supervision adhere to the same.
26. Performs other duties and carries out special projects as assigned.

Supervision:

This position requires the incumbent to direct the work of personnel assigned by the Manager of Public Works.

This position does supervise and direct the work of contractors and subtrades engaged by the municipality.

Contacts:

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

External: With contractors and suppliers to provide information to complete work assignments.

With various Municipal/Provincial/Federal agencies 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:

Post secondary education or equivalent in a related field with five years supervisory experience in a water distribution/ wastewater collection system preferably in a municipal environment.

Current Class 2 Water Treatment license, Class 2 Water Distribution license, Class 1 Wastewater Treatment license and Class 1 Wastewater Collection license. Water Meter Installers Certificate preferred.

Strong knowledge of Ministry of the Environment regulatory requirements in water distribution and wastewater collection.

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

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