



POSITION DESCRIPTION

1. Position Title:

Water/Wastewater & Compliance Superintendent

2. Reporting Relationship:

Reports directly to the Director of Infrastructure and Development Services

3. Positions Supervised: None.

4. Scope of Position:

Oversees and performs duties related to utility services (water and wastewater) including infrastructure maintenance, repair, and planning as well as water customer service duties. Responds to emergencies, inspects, and oversees work of contractors on site with Ontario Clean Water Agency (OCWA) assistance. Keeps all necessary records. Liaise with OCWA regarding underground infrastructure maintenance and repair issues. Takes part in pre-consultation meetings regarding proposed development. Consults with Treasurer regarding utilities/infrastructure budget and capital forecasts, as well as Asset Management Plan and works within budget.

5. Responsibilities

- 5.1. Completes all maintenance activities related to utilities services in regular and emergency situations, creates work plans, preventative maintenance schedules, orders/purchases necessary parts and equipment, as per Township of Southwold purchasing policy.
- 5.2. Completes procurement and assembly of water meters.
- 5.3. Maintains a water and wastewater infrastructure inventory.



- 5.4. Completes quarterly water meter readings for Township properties. Maintains all necessary records in compliance with the municipal records management policy.
- 5.5. Completes a review of Township as-built information and assists in digitally formatting drawings on Elgin Mapping and in the municipal electronic management software.
- 5.6. Coordinates locate information and assists with all locate requests for underground infrastructure.
- 5.7. Takes part in pre-consultation meetings for proposed development and infrastructure programs to provide input and expertise regarding the existing and/or required installation of water and wastewater services.
- 5.8. Responds in a timely manner to inquiries from members of the public, other departments, and outside contractors.
- 5.9. Coordinates with OCWA for water main repairs, fire hydrant repairs, water service installation, storm, and sewer repairs.
- 5.10. Consults with Director of Infrastructure and Development Services to assist in the preparation and circulation of tenders for contractors' services and provides advice to the Director on recommendations regarding awarding tenders.
- 5.11. Assists Director of Infrastructure and Development Services to prepare budget to Council for utilities services and capital forecast, examines and approves invoices to be submitted to the Treasury Department for payment.
- 5.12. Provides key information and data for Asset Management Plan in consultation with Director of Infrastructure and Development Services and Treasurer.
- 5.13. Exercises water valves and completes hydrant maintenance (ie. painting, grass cutting and maintenance around the hydrant, replacing reflective flow indicators, etc).



- 5.14. Assists with coordinating asset information (valves, hydrants, and maintenance hole locations, etc.) onto GIS and Elgin Mapping.
- 5.15. Provides support to OCWA outside typical working hours.
- 5.16. Assists other departments as needed.
- 5.17. Carry out all other duties as assigned.

5.2 Health & Safety

- 5.2.1 Fulfills the requirements under the Occupational Health and Safety Act as well as those policies adopted and implemented by Council.
- 5.2.3 Works in a manner and with the protective devices, measures and procedures required by the Township of Southwold and the Occupational Health and Safety Act and Regulations.
- 5.2.4 Ensures the safety, maintenance and management of all equipment, vehicles, facilities, and material resources utilized in the provision of services provided by municipality.
- 5.2.5 Ensures that unsafe actions or conditions are remedied. Advises the Director of Infrastructure and Development Services of the existence of any potential or actual danger to health and safety of a worker which he/she is aware.

6. Authority of Position

Authority limited to operating within established departmental policies and procedures and current government legislation and regulation.

7. Working Relationship

Contacts within the work unit are primarily with the Accounting Clerk, Director of Infrastructure and Development Services, Public Works Superintendent, and co-workers.



Confers with the Director of Infrastructure and Development Services to ensure that the activities of the department are consistent with the goals and objectives of the Township as established by Council.

7.1 With the Director of Infrastructure and Development Services
Receives direction and guidance.

7.2 With Other Staff Members
For sharing information to complete work assignments. Usual cooperation and courtesy.

7.3 With Public
To provide information and coordinate service while ensuring polite and tactful relations.

7.4 With External Contractors
To coordinate operation of the water distribution system and facilitate repairs and maintenance.

8. Required Knowledge and Skill

8.1 College diploma or equivalent combination of education and experience, i.e. Secondary School diploma and five (5) years relevant work experience.

8.2 Knowledge of Health and Safety procedures and guidelines.

8.3 Knowledge of Ontario Safe Drinking Water Act and Regulations as well as Ontario Water Resources Act and Regulations

8.4 Five years experience in utility infrastructure maintenance and utilities services operations.

8.5 Maintains a valid current Class G Drivers License with and maintains clean driving record acceptable to the Township's insurance carrier.

8.6 Must be able to read and write English and keep accurate records, understand and be able to respond to both verbal and written communications.



8.7 Maintain good physical condition to operate most equipment and perform labour intensive activities as required.

8.9 Basic knowledge of construction and maintenance techniques as well as the established policies and procedures of the Township of Southwold and the Minimum Maintenance Standards (Province of Ontario, County of Elgin and Township of Southwold) is required.

8.10 A valid Operating License for Water Distribution Systems as issued by the Province of Ontario, not required but considered an asset.

8.11 Budgeting and administrative experience considered an asset.

9. Physical Skill and Effort

Requires mental alertness to ensure the safety of others. Involves analysis of information to interpret trends of results. A high degree of accuracy and concentration is required.

Good physical condition to operate most equipment and perform laborious activities as required. Strength and mobility to work in a typical field, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 50 pounds unassisted; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

10. Working Conditions

Regularly works in outside weather conditions and in roadways with exposure to physical hazards and inclement weather conditions such as heat, blizzard, ice storms, rain etc. Regularly travels to various job sites and operates or works near moving mechanical parts and heavy equipment. The employee frequently works in the public right-of-way, streets, and roads in various traffic conditions. The employee is occasionally exposed to fumes, airborne particles, sharp tools, and insects. The noise level in the work environment is sometimes loud.

The normal work week is 35 hours. Position is required to work overtime and unusual hours to handle water/wastewater emergencies and poor weather conditions with the



possibility of call-outs after regular hours for maintenance including nights, weekends and holidays as required. The employee must be able to respond to call-outs after regular hours within ½ hour of being called (or within an acceptable timeframe as established by the Director of Infrastructure and Development Services).

11. Decision Making/Judgment

Work is performed under the direction of the Director of Infrastructure and Development Services.

Errors in judgment may reduce effectiveness and may increase costs and result in safety hazards, embarrassment to the Township and inconvenience to the public.

There is ample opportunity for independent judgment, initiative, and creativity.

