



CITY OF  
PRINCE GEORGE

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# ROLE DESCRIPTION

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**JOB TITLE:** SUPERVISOR, WASTEWATER & DISTRICT ENERGY

**DIVISION:** UTILITIES **SCHEDULE:** EXEMPT

**DEPARTMENT:** CIVIC OPERATIONS

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## **JOB SUMMARY:**

The Supervisor, Wastewater & District Energy is responsible for overseeing the City of Prince George's wastewater lift stations, treatment systems, and the district energy system. The Supervisor 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, preparing 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 wastewater sewer lift stations and treatment systems, and the District Energy staff.

## **ORGANIZATION STRUCTURE:**

This position reports to the Manager, Utilities Division. Reporting directly to this position are: Chief Wastewater Treatment Plant Operator, Wastewater Foreman, Wastewater Technicians and Lab Technician, Engineering Assistants, and 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 safe wastewater collection and treatment.

The Supervisor maintains records and data relevant to quality and quantity for wastewater, pumping, prepares reports for internal and external use and ensures that all relevant legislative requirements are adhered to, including WorkSafe BC regulations.

### **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, technologist, or technician or as a minimum have achieved Level 2 certification under the EOCP.

Ideally, the candidate will have several years of experience in a regulatory field such as wastewater or district energy management. Experience in project management and supervision of staff are 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 wastewater treatment systems, sewer collection and pumping systems.
- Considerable knowledge of operation, construction, maintenance, planning and capital projects as it relates to the municipal wastewater treatment, sewer liftstations and District Energy systems. 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 physically 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 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.

**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  
Date prepared: December 2015  
Revised by:  
Date revised: