



**Utilities Superintendent
Infrastructure and Operations
Department
Full-time/Permanent
Internal/External
Comp # UT-19-26**

Are you a highly motivated leader that promotes continuous improvement? Do you want to work in a Municipality that has both water and wastewater treatment? This opportunity might interest you.

The City of Wetaskiwin is located just 30 minutes south east of the International Airport and serves over 12,500 ratepayers. With all the amenities of a city without the stress of the big city this opportunity will allow you to develop a utility program that will be a leader in best practices and service delivery.

Position Summary:

Reporting to the Utilities Manager, the Utility Superintendent is responsible to ensure the entire water, wastewater, and storm systems are run in accordance with city policy, government regulations, and industry best practice. Duties include supervision of operations, leadership of staff and implementing departmental initiatives and assisting the Manager as required with bylaw updates, safety, and training. This position is also responsible for the successful management of capital projects that relate to utility capital and operational projects.

Responsibilities

- Leads planning and delivery of maintenance services and strategies for all water and wastewater treatment and distribution as well as storm water management.
- Accountable for budget preparation and reporting. Monitors and controls spending ensuring the effective and efficient expenditure of allocated funds. Works closely with other staff determine overall priorities and prepare work plans. Contributes to the preparation of long range strategic and financial plans of the division and department.
- Ensures maintenance activities are documented in accordance with corporate practices and regulatory requirements. Monitors and prepares compliance report documentation. Oversees the requisition process for equipment, materials, tools, and contractors to ensure corporate purchasing policies are adhered to.
- Hires, supervises, directs and develops staff monitoring performance in accordance with goals and objectives. Ensures staff adhere to corporate policies and works closely with staff to ensure the accurate and consistent application and understanding of such. Leads, coaches, mentors and develops staff recognizing the importance of leadership, supervisory and technical training. Develops and sustains a flexible workforce encouraging staff to pursue opportunities that complement their skills and experience. Supervises and directs the work of contractors and makes decision on allocations to projects.
- Works collaboratively to resolve complex technical or interpersonal issues staff encounter while doing their work. Facilitates information sharing to transfer knowledge and experience and increase the efficiency and effectiveness of the team. Establishes

effective working relationships with various outside agencies as well as other internal departments. Works collaboratively to deliver on strategic initiatives.

- Ensures staff perform their work in accordance with safe work practices as defined by OH&S and corporate safe work practices. Monitors the safety performance and training of staff and contractors and performs a lead role in conducting safety investigations, reporting on incidents and promoting a safety culture throughout the work group. Oversees the on call and rounds schedule and after hours coverage provided by the Utilities group. Coordinates the response to emergencies as required.

Education and Qualifications

- Grade 12 or equivalent and 10 years of experience within municipality is preferred
- Professional designation such as P.Eng or CET is considered an asset
- Provincial Water and Wastewater designations for collection, treatment, and distribution at a level 2 is required however, level 3 or higher is preferred
- A valid Class 5 AB Driver's License is required but a class 3 or higher is preferred.
- Considerable technical expertise and understanding of maintenance planning and scheduling for a complex multi-site utility. Considerable knowledge of preventative and predictive maintenance techniques.
- Innovative thinker with the ability to influence and persuade others and build trust and common understanding required to implement change
- Proven ability to work cooperatively with others and skilled in resolving disagreements and preventing the escalation of conflict.
- Sound budgeting and financial management skills. Ability to monitor budget, meet financial objectives and ensure the effective and efficient expenditure of allocated funds.
- Considerable knowledge of OH&S regulations and corporate safe work practices.
- Proficiency using Microsoft Office programs including Word, Excel and Outlook.
- A minimum of 10 years of experience within municipality is preferred

Close Date: May 24, 2019

Email: bob.wood@wetaskiwin.ca

The City of Wetaskiwin is an equal opportunity employer. We celebrate diversity and encourage applications from all qualified individuals.

The personal information submitted pursuant to this advertisement will be utilized for this Employment Opportunity only and is subject to compliance with the Freedom of Information and Protection of Privacy Act. Applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted.