



Po Box 377, 4612 50 ST Grimshaw, AB T0H 1W0

Phone: 780-332-4626 Fax: 780-332-1250

**Position:** Water & Sewer Systems Manager

**Location:** Town of Grimshaw

**Reporting to:** Chief Administrative Officer

The Water & Sewer Systems Manager will primarily be responsible for the operation of our urban water and wastewater system, who will, coordinate activities by scheduling work assignments, setting priorities, and delegating work accordingly. This role will also evaluate policies and procedures and provide recommendations for changes to improve efficiency.

The Water & Sewer Systems Manager must possess the following:

- Must have knowledge of maintenance of water and sewer systems
- Possess valid Water Treatment 1, Water Distribution 2, Wastewater Treatment 1, and Wastewater Collection 2 Certificates
- Must be skilled in operation of Class 2 Water Distribution Plant
- Must have the ability to follow oral and written instructions
- Must have the ability to deal effectively with management, public works staff and public
- Ability to supervise and organize
- Must maintain strong interpersonal skills which is crucial in dealing tactfully and courteously with the public at all times
- Maintain an inventory of the Town's water and sewer distribution and treatment supplies
- Maintain a written record of all main valves on the Town's water supply lines
- Maintain records of the Coleman Well Pumphouse, the observation wells, the water reservoir and of the towns water consumption is essential for effective management and planning
- Approve all purchase orders for water and sewer department as per town purchasing and tendering policy
- Carries out such other supervisory duties as may be directed from time to time by senior administration and council
- Ongoing daily contact with administration to ensure accurate information is available to the residents/public
- Attains and maintains a successful relationship with the public based on mutual trust and confidence
- Ability to identify measures of performance and actions needed to improve or correct performance
- Ability to initiate and model positive change
- Ability to plan, organize, develop, implement, and interpret goals, objectives, and policies
- Possess a valid Class 5 Drivers License
- Must be willing to work occasional overtime

The Town of Grimshaw offers competitive compensation and career advancement opportunities.

Qualified applicants should contact the Chief Administrative Officer at:

780-332-4626 or [cao@grimshaw.ca](mailto:cao@grimshaw.ca).

The position will remain open until a suitable candidate is found. We would like to thank all applicants for their interest in this position, but only those selected for an interview will be contacted.

