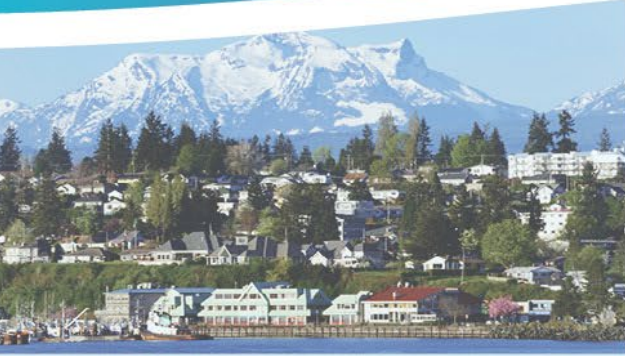


# Job Posting: Liquid Waste Services Manager



## Come Work and Play in Campbell River

This is central Vancouver Island's all-season oceanfront gem. Many people are attracted by our city-on-the-move vibe; a lifestyle enriched by four seasons of play and wilderness adventure; plus, easy access by air and ferry. But for passionate community-builders, we offer even more – the opportunity to join an inclusive, service-focused team where you can make your mark and help grow a more equitable, resilient city for all.

### WHY APPLY

- ❖ Competitive compensation package including a salary range of \$98,200 to \$111,546, group benefits and defined benefit pension plan.
- ❖ Flexible work options, including compressed work week schedules or hybrid remote work arrangements.
- ❖ Generous vacation package – 6 weeks in 1<sup>st</sup> year, 7 weeks in 2<sup>nd</sup> year.
- ❖ Relocation assistance provided.
- ❖ Make a tangible impact in your community.
- ❖ Live in a growing City situated along 22.5 scenic kms of ocean front along the Discovery Passage.
- ❖ Influence a positive, respectful, and inclusive workplace culture.

### WHAT WE'RE LOOKING FOR

Our ideal candidate will have:

- Diploma in civil engineering, environmental technology, water, wastewater or related field
- Five (5) years progressive experience overseeing municipal utility operations or in the planning, design, construction, and maintenance of wastewater and/or drainage infrastructure.
- Three (3) years recent progressive supervisory experience, ideally in a unionized environment.
- Project Management experience and/or certification.
- EOCP certification in wastewater distribution and/or collections is considered an asset.
- Registration as an ASCT with ASTTBC or other related professional designation is an asset.

### WHAT YOU'LL BE DOING

The successful candidate will:

- Oversee the day-to-day operation, repair, maintenance and servicing of the City's liquid waste systems and infrastructure.
- Areas of responsibility include wastewater collection, treatment, source control, drainage, stormwater source control, and emergency preparedness.
- Provide leadership to department staff.
- Plan, develop and implement comprehensive annual work plans and programs in support of the City's liquid waste utility.

For more information please see the attached job description.

### HOW TO APPLY

Please send your resume with cover letter, quoting competition **EXT-24-096** via email to: [careers@campbellriver.ca](mailto:careers@campbellriver.ca)

Human Resources Department  
City of Campbell River  
301 St. Ann's Road  
Campbell River, BC V9W 4C7

**This posting will close December 1st.** Please note that this posting may close ahead of the official closing date if a successful candidate is identified.



## LIQUID WASTE SERVICES MANAGER

<b>Approval Date:</b>	August 2023	<b>Department:</b>	Utilities
<input type="checkbox"/> IAFF	<input type="checkbox"/> CUPE	<input checked="" type="checkbox"/> Management	
<b>Title of Management Supervisor:</b>	Operations Manager – Utilities		

### General Accountability:

#### Purpose and Scope

Reporting to the Operations Manager, the Liquid Waste Services Manager is responsible for overseeing the day-to-day operation, repair, maintenance, and servicing of the City's liquid waste systems and infrastructure, aligning with the Strategic Plan, corporate initiatives, and evolving community interests. Areas of responsibility include wastewater collection, wastewater treatment, wastewater source control, drainage, stormwater source control, and emergency preparedness.

The Liquid Waste Services Manager oversees and provides leadership to departmental staff and is accountable for the planning, development, and implementation of comprehensive annual work plans and programs in support of the City's liquid waste services utility. The Manager coordinates priorities and operational plans and initiatives in conjunction with other City operations and projects and ensures that municipal services are delivered in a responsive, safe, cost effective and efficient manner.

### Nature and Scope of Work

#### Leadership

- Hire, lead, and supervise all operations, technical and support staff within the Liquid Waste Services (LWS) department.
- Supervise, plan, coordinate and direct the activities of staff, establish work priorities, and set goals and objectives, ensuring safety, quality and service standards are met.
- Monitor, evaluate and manage the performance of staff; conduct performance evaluations, implement performance improvement measures, and take remedial action where appropriate.
- Coach, motivate and mentor staff; identify and provide training and developmental opportunities; ensure that required certifications are maintained.
- Foster and promote a strong workplace safety culture; ensure that all established safe work practices and procedures are followed.

#### LWS Operations

- Plan, develop, establish, and implement comprehensive operational and preventative maintenance programs and activities for the liquid waste services utility in accordance with established standards and best management practices.
- Oversee the Operational Management Software (OMS) for the liquid waste services department.
- Establish short term plans and priorities for the maintenance, refurbishment and/or replacement of the existing liquid waste services utility infrastructure.
- Manage liquid waste services utility operations, including minor capital projects, within approved budget limitations and in compliance with City bylaws, policies, and procedures.
- Lead the planning, design, scheduling, and coordination of small scope liquid waste services utility related capital projects; and participate as needed with large scope capital projects.
- Participate in the preparation of requests for offers/proposals, review and evaluation of submissions, selection of consultants and coordination and final inspection of projects.

- Draft terms of reference and specifications, hire consultants and contractors where necessary, in accordance with established policy; oversee contracted-out projects ensuring compliance with contract specifications, City policies, safety and other regulations.
- Develop, implement, and maintain current standard operating procedures.
- Continually assess liquid waste services operations, processes, and procedures to identify opportunities for improvement and ensure the department is meeting best practices and operational efficiencies; implement improvements as required.
- Assist with the review of those land development projects as would impact the liquid waste services utility.
- Ensure prompt, thorough, and appropriate investigations and responses to liquid waste services utility requests and complaints.

### **General**

- Assist the Operations Manager in the formulation of departmental and capital budgets, determination of appropriate staffing requirements/levels, development and implementation of strategic initiatives and drafting reports to Council.
- Ensure full compliance with relevant federal, provincial and City regulations, permits, bylaws, policies, guidelines, and procedures.
- Liaise and work collaboratively with provincial, federal, and other local governments and agencies, utility companies, contractors, public and other City Staff regarding liquid waste services utility operations, projects, and enquiries, developing, promoting, and maintaining co-operative and effective cross-jurisdictional working relationships.
- Prepare reports and supporting materials, attend meetings and make recommendations to senior management on topics related to liquid waste services utility operations and services.
- Collect and interpret relevant information related to liquid waste services utility activities and performance for analysis and reporting.
- Ensure all electronic and paper based departmental data, documents, reports, and correspondence are maintained in accordance with the City's records management systems.
- Remain current with general trends and developments within the field of liquid waste services utility by attending relevant conferences, presentations, workshops, certification courses and seminars.
- Assist with writing and amending bylaws relevant to the liquid waste services utility.
- All staff may be required to assist the City during emergency events, including but not limited to an Emergency Operations Centre. Duties assigned during an emergency may differ from regular duties.

### **Necessary Qualifications**

#### **Technical Knowledge and Skills**

- Thorough knowledge of wastewater and drainage utility construction, operations and maintenance principles, practices, methods, tools, and equipment related to the work.
- Thorough knowledge of applicable wastewater and drainage utility operational and construction standards.
- Thorough knowledge of WorkSafeBC regulations and safe work procedures.
- Knowledge of local government operations, City by-laws, policies, and procedures.
- Knowledge of applicable federal, provincial, and local legislation, codes, regulations, standards, and guidelines.
- Working knowledge of contract administration and experience using MMCD (Master Municipal Construction Documents) contract administration methods.
- Knowledge and experience in the preparation and maintenance of operating and capital budgets along with control and cost estimates.
- Knowledge of asset management principles.
- Sound knowledge of the principles and practices of managing a SCADA system.
- Working knowledge of the Collective Agreement and the City's Labour Relations Principles.
- Skilled in managing in a unionized environment.
- Skilled in interpreting engineering plans, designs and specifications and related material, and recommending changes and alterations.
- Project Management skills.

- Proficiency with Microsoft Office Word, Excel, and Outlook, along with departmental specific software.

### **Key Competencies**

- Communication
  - Excellent interpersonal, oral, and written communication skills. Able to produce and present concise and complex reports.
- Conflict Management
  - Able to resolve conflict with a professional manner and calm demeanour and to deal effectively with the public, staff, elected officials, and external agencies.
- Decision Making and Problem Solving
  - Strong analytical, problem solving and decision-making skills. Able to react to any emergency in a competent manner and efficiently organize crews to overcome unusual conditions and perform work under adverse weather conditions.
- Leadership
  - Able to plan, assign and direct the work of personnel and lead, coach and motivate staff in a team environment. Able to lead by example in maintaining a respectful, safe, and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity, and fairness.
- Managing Performance
  - Excellent performance management and employee relations skills.
- Networking and Relationship Building
  - Able to establish and maintain effective, respectful, and cooperative working relationships with internal and external parties.
- Planning and Organizing
  - Strong planning, organization, and project management skills. Able to meet deadlines, multi-task and manage time effectively, with a focus on quality results.
- Teamwork
  - Works effectively as both a team leader and team member, promoting team cohesion, inclusion, and collaboration.

### **Education/Training/Certification:**

- Minimum two (2) year post-secondary technical diploma from a recognized educational institution in a related field such as civil engineering, environmental technology, water and wastewater technology or other relevant discipline. An assessable equivalent combination of education, training and experience may be considered.
- Supervisory/Leadership skills training.
- Must possess and maintain a valid BC driver's licence and produce and maintain a clean driver's abstract, as per City policy.

### **Experience:**

- Minimum of five (5) years' recent, progressively responsible experience in overseeing municipal utility operations OR in the planning, design, construction, and maintenance of wastewater and/or drainage related infrastructure, along with planning and implementing related preventative maintenance programs.
- Minimum of three (3) years recent progressive supervisory experience, preferably in a unionized environment.
- Project management experience and/or certification.

### **Preferred Criteria**

- Valid Environmental Operators Certification Program (EOCP) certification in wastewater collection and/or treatment.
- Registered or eligible for registration as an Applied Science Technologist with the Applied Science Technology and Technicians of BC or other related professional designation.
- Experience and/or training in asset management.
- Local government administration training.