



The Municipality of Trent Hills  
Invites Applications for the Position of  
**Manager of Water and Wastewater Services**

Trent Hills is a vibrant, diverse, and growing community with a population of 13,000, located on the Trent Severn Waterway amongst the rolling hills of Northumberland County. Created in 2001 with the amalgamation of the municipalities of Campbellford/Seymour, Percy Township and the Village of Hastings, Trent Hills offers an inclusive, healthy, rural lifestyle for its residents, businesses, and visitors. Its unique urban centres and rural communities are united by a shared heritage, rich cultural fabric, picturesque landscape, and pride in the community.

The Manager of Water and Wastewater Systems is responsible for the safe, efficient and cost-effective management of the water treatment, storage and distribution subsystems, wastewater treatment and collection subsystems and acts as the Alternate Overall Responsible Operator (ORO). Responsibilities include oversight, coordination, business planning and execution of water treatment and distribution subsystems and wastewater treatment and collection subsystems, including regulatory compliance, reporting, inspections, capital planning, design and installation, and management of the operations and human resources.

Preference will be given to candidates who possess post-secondary education with additional specialized courses e.g. Certified Engineering or Environmental Technician/ Technologist (C.E.T.) plus Water and Wastewater specific training. A minimum of seven years' experience in Water Treatment and Distribution and Wastewater Treatment and Collection with understanding of principles and practices of Water and Wastewater operations, maintenance of equipment, tests and chemicals used for water and wastewater quality process control and operation is required. The preferred candidate will also have progressive supervisory experience in a unionized environment.

The preferred candidate is a skilled people manager who is able to establish and maintain effective working relationships with fellow employees, ratepayers and the general public. The candidate must have a valid Class G driver's license.

The salary range for this 35-hour work week position is \$95,261 - \$111,442 together with a competitive and attractive benefit package.

Resumes will be received until **2:00 p.m. on Wednesday, July 31, 2024**. Please send resumes marked "Manager of Water and Wastewater Services Competition – Confidential" to the following address:

Kari Petherick, Coordinator of Human Resources  
Municipality of Trent Hills  
P.O. Box 1030  
66 Front Street South  
Campbellford, ON K0L 1L0  
Telephone: (705) 653-1900 ext. 225  
[kari.petherick@trenthills.ca](mailto:kari.petherick@trenthills.ca)  
[www.trenthills.ca](http://www.trenthills.ca)

The Municipality of Trent Hills is an equal opportunity employer that is committed to inclusive barrier-free recruitment and selection processes. We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Please let us know if you require accommodation at any time during the recruitment process. We thank all applicants who apply but advise that only those selected for an interview will be contacted.



Come for a visit. Stay for a lifestyle.

**Position:** Manager of Water and Wastewater Services  
**Department:** Public Works  
**Reports to:** Director of Public Works  
**Union Exempt**

### **Position Summary:**

The Manager of Water and Wastewater Systems is responsible for the safe, efficient and cost-effective management of the water treatment, storage and distribution subsystems and acts as the Alternate Overall Responsible Operator (ORO). Responsibilities include oversight, coordination, business planning and execution of water treatment and distribution subsystems, including regulatory compliance, reporting, inspections, capital planning, design and installation, and management of the operations and human resources.

The Manager of Water and Wastewater Systems is also responsible for the safe, efficient and cost-effective management of the Wastewater Treatment and Collection subsystems and acts as the Alternate Overall Responsible Operator (ORO). Responsibilities include oversight, coordination, business planning and execution of wastewater treatment and collection subsystems, including regulatory compliance, reporting, inspections, capital planning, design and installation, and management of operations and human resources.

### **Duties and Key Responsibilities:**

- Acts as the Overall Responsible Operator (ORO, or Alternate ORO) for both the water treatment, storage and distribution subsystems and the wastewater treatment and collection subsystems and provides direction and guidance for the administration, operation and maintenance of these systems and associated facilities in accordance with the Ministry of Environment, Conservation and Parks (MECP) regulations and legislation.
- Responds to and addresses all operational and community emergencies that affect the municipality in its delivery of safe potable water and collection and treatment of wastewater and is accountable for all non-compliance issues, corrective actions and resolutions.
- Administers and manages the operations and staff of all systems in accordance with Policy and Procedures, Collective Agreement, Certificates of Approvals, Licensing, Permits, Provincial Orders, Acts and Regulations, Drinking Water Quality Management System, Standards and best practices.

- Ensures the health and safety of the workers and work environment through training and implementation of procedures e.g. personal protective equipment, confined space, trench safety etc.
- Ensures staff certification, training and development, per legislation.
- Responsible for demonstrating positive leadership through the direct supervision of staff, including directing/guiding work assignments, performance management, identifying and supporting professional development needs/training, coaching, motivating and empowering staff to meet the expectations of the position.
- Professionally and courteously addresses public inquiries/concerns and ensures follow up on their complaint or query; liaises with Council and provides information on results of investigations and/or makes recommendations on services.
- Liaises with other Municipalities for development and implementation of best practices; liaises with external agencies, private sector partners, customers and government organizations, and provides reports as required.
- Liaises with Roads and Urban Services and other divisions as required on capital projects to provide guidance and direction on the repair, maintenance and installation of water and wastewater subsystems.
- Prepares, revises and submits annual capital and operating budgets and develops strategies in consultation with the Director for short and long-term system needs; oversees all divisional expenditures to ensure budget compliance and mitigates extraneous expenses within defined levels of service; maintains and updates the ten year capital forecast including compliance with all Statutes and Regulations.
- Participates in the review and approval of development applications as it relates to all water and wastewater matters, including reviewing engineering drawings, studies, permits, financial requirements, assessments and reports.
- Responsible for Municipal Asset Management Planning, including data validation, condition assessments, levels of service, service risks, lifecycles, operations, maintenance, and replacement cost.
- Participates in the planning, procurement, design and project management of new infrastructure and capital projects, which includes managing external contractors and consulting services, development of tender specifications, requests for quotations (RFQ's) and requests for proposals (RFP's).
- Responsible for emergency management for the Water and Wastewater systems through the preparation of emergency response plans. As a member of the Emergency Operations Control Group, the Manager fulfils the responsibility assigned to them in accordance with the Municipal Emergency Plan.
- As a member of the Public Works Management team, actively participates in strategic planning and the development and administration of municipal policies and procedures.

- Prepares reports and presentations, makes recommendations, and attends Council, community group, public and/or other meetings as required.
- When required on occasion, acts as Acting Director of Public Works.
- Other duties as assigned.

### **Position Qualifications:**

#### **Knowledge**

- Post-Secondary education with additional specialized courses e.g. Certified Engineering or Environmental Technician/ Technologist (C.E.T.) plus Water and Wastewater specific training.
- Seven (7) or more years' experience in Water Treatment and Distribution and Wastewater Treatment and Collection with understanding of principles and practices of Water and Wastewater operations, maintenance of equipment, tests and chemicals used for water and wastewater quality process control and operation.
- Progressive supervisory experience required, preferably in a union environment.

#### **Required Licenses and Certifications**

- Valid and satisfactory 'G' driver's license.
- Valid and satisfactory Criminal Record Check.
- Valid Water Treatment System Certificate of Competence Class III and valid Water Distribution System Certificate of Competence Class II to meet Overall Responsible Operator (ORO) facility requirements.
- Valid Wastewater Treatment System Certificate of Competence Class III and valid Wastewater Collection System Certificate of Competence Class II to meet Overall Responsible Operator (ORO) facility requirements.
- Health and Safety training, including WHMIS, First Aid and CPR is required.

#### **Skills and Abilities**

- Intermediate computer skills using Microsoft Office Suite (E-mail, Word, Excel), Internet and Ethernet.
- Demonstrated operational abilities in Supervisory Control and Data Acquisition System (SCADA).
- Verbal communication skills including courtesy, tact, discretion, explanation, persuasion and judgment.
- Written communication skills including grammar/spelling, editing and writing of reports/correspondence.
- Planning, organizational and time management skills.
- Analytical and problem-solving skills.
- A skilled people manager with leadership skills, including coaching, team building and employee development.

- Customer service orientation.
- Ability to demonstrate complex mathematical calculations.
- Demonstrated ability to be a team player who can establish and maintain effective working relationships with fellow employees, ratepayers and the general public.
- Works with a very high level of independence, prioritizing own work, identifying new initiatives/opportunities, improving divisional effectiveness.
- Extremely well organized with the ability to effectively manage multiple initiatives and projects at one time.
- Ability to remain current with legislation, industry standards and best practices as well as demonstrate a commitment to continuous learning.
- Experience developing, managing, monitoring and analyzing capital and operational budgets.
- Verbal and written communication skills including the ability to communicate strategic and department decisions in a manner that aligns people and objectives. Ability to facilitate discussion between working groups and the public.
- Interpersonal skills and customer service focused.

**Working Conditions:**

- Office environment with significant travel within the Municipality interacting with employees, contractors and the public.
- Required to interact with taxpayers in emotionally charged situations.
- Required to intermittently work in an environment where inclement weather, noise, heat, dirt, confined spaces, hazardous gases, and non-sanitary environments may be present.
- May be exposed to hazards associated with the construction industry.
- As Alternate ORO on occasion, would be on call 24/7 for various durations.
- Availability to attend after-hours meetings.
- Significant contact with outside government agencies, consultants, and public.
- Requirement to deal with difficult employee relations issues and other emotional situations.
- Visual effort required on a concentrated basis (i.e. reading, inputting, analyzing data, report writing, operating a computer, policy writing).
- Attentive listening (i.e. counselling, negotiating, interviewing).

**Acknowledgement**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_