

 <p>Job Description</p>	Position: Manager of Environmental Services	Page: 1 of 6
	Dept.: Transportation & Environmental Services Grade: M3 Period: 35 hours/week	Reports to: CAO/Clerk
	Effective:	Revision Date: NEW

PRIMARY FOCUS

Reporting to the CAO this position is responsible for the department's project management, contract administration, technical and engineering expertise. Plan, design and construct multidisciplinary projects including portable water, sanitary and storm sewer services.

SCOPE	
<p><u>Supervisory Accountability</u></p> <p><i>Direct Reports:</i></p> <ul style="list-style-type: none"> • Wastewater Operators • Environmental Services Operators • Public Works Clerk & Asset Management Coordinator • Water contract services <p><i>Indirect Reports:</i></p> <ul style="list-style-type: none"> • Various outside construction contractors, engineering consultants and utility companies • Summer Students <p><u>Key Contacts</u></p> <p><i>Internal:</i></p> <ul style="list-style-type: none"> • All levels, up to and including CAO • Council Members 	<p><u>Budget & Asset Accountability</u></p> <ul style="list-style-type: none"> • Protecting significant material resources and departmental assets • Supporting the budgetary process and ensuring adherence to policies and procedures • Managing financial resources associated with departmental projects <p><u>Working Conditions</u></p> <ul style="list-style-type: none"> • Regularly required to work extended hours outside of normal day • Some travel, usually within the Township, is required • Frequent work pressure to meet deadlines with very limited control over work pace; changes to workflow that are unpredictable, imposed and/or controlled by others • Required to interact with taxpayers in

<ul style="list-style-type: none"> • Committees <p><i>External:</i></p> <ul style="list-style-type: none"> • Members of the public • Lawyers and Auditors • Consultants and Contractors • Government Agencies • Land Developers 	<p>emotionally charged situations.</p> <ul style="list-style-type: none"> • Required to intermittently work in an environment with 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
CORE JOB REQUIREMENTS	
<p><u>Educational requirements</u></p> <ul style="list-style-type: none"> • Post Secondary Education in Engineering Technology/ Civil Engineering, or equivalent experience • Certified and eligible to act as Overall Responsible Operator (ORO) for water and wastewater systems • Valid Wastewater Treatment System Certificate of Competence Class II • Water Distribution System and Supply Subsystem Certificate of Competence Class III and valid Wastewater Collection System Certificate of Competence Class II <p><u>Related experience requirements</u></p> <ul style="list-style-type: none"> • Minimum three (3) years demonstrated experience in design and construction of municipal infrastructure, management of complex civil engineering projects and general organizational administrative duties • Minimum of three (3) years of engineering project management and progressive supervisory and leadership experience. 	<p><u>Technical skill requirements</u></p> <ul style="list-style-type: none"> • Excellent knowledge of the following: <ul style="list-style-type: none"> ○ Municipal infrastructure, including design, construction, environmental remediation and engineering ○ Complex infrastructure systems (such as structures, culverts, retaining walls, pavement systems, , traffic control and safety systems etc.) ○ Principles of hydrology, hydraulics, the strength of materials and surveying techniques ○ Occupational Health and Safety Act, Construction Lien Act, Environmental Protection Act, Environmental Assessment Act, Ontario Provincial Standards, Canadian Standards, Ministry of the Environment guidelines, Canadian Highway Bridge Design Code, contract law and other legislation • Computer skills to be proficient in: <ul style="list-style-type: none"> ○ Microsoft Office ○ Statistical database management ○ AutoCAD or GIS ○ Supervisory Control and Data Acquisition System (SCADA) • Responsible for all reporting requirements of

<ul style="list-style-type: none"> Water/Wastewater experience including OIT-ORO <p><u>Other</u></p> <ul style="list-style-type: none"> Possess and maintain a valid Class G Ontario Driver's License Satisfactory Criminal Reference Check is required. Ability to work flexible hours which may include evenings and weekends 	<p>in the ECA</p> <p><u>Interpersonal skill requirements</u></p> <ul style="list-style-type: none"> Ability to work independently or as a member of a team Excellent written and verbal communication skills, including courtesy, tact, discretion, explanation, judgment, negotiation, presentation skills, records maintenance and writing of reports/correspondence Exceptional judgement, problem solving and decision-making skills Ability to multi-task Positive, professional, and enthusiastic demeanor Ability to act with patience, diplomacy, discretion
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JOB RESPONSIBILITIES

I. Managerial/Supervisory Responsibilities:

Through the provision of regular feedback in the form of departmental meetings, objective setting session, performance appraisals, coaching and counseling, discipline, training and assignment of developmental projects:

- Directs the activities of all direct reports to ensure the timely achievement of departmental and organizational goals, within prescribed policies, procedures and standard business practices
- Provides regular motivation and mentoring to all staff to encourage on-going professional development for succession planning purposes
- Reviews objectives performance with each direct report on a regular basis to determine if objectives are being met, or if revisions to original objectives are needed
- Participates in the onboarding and offboarding of all direct reports, in accordance with prescribed policies, procedures and legislative requirements
- When required on occasion, acts as Public Works Manager

II. Functional Responsibilities:

- Oversees wastewater and collection system operations including planning and coordinating data collection activities, sanitary flow monitoring, sanitary inflow and infiltration investigations, allocation of capacity
- 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.
- Liaisons with internal and external departments and services and oversee any and all operating authority service delivery contracts and ensuring components of contracts are being adhered to.
- Liaises and make recommendations on expansions surrounding capital projects, planning and spending.
- Involved in engineering investigations and studies, engineering surveys, and Municipal Class Environmental Assessment studies for various municipal projects.
- Completes long term financial planning forecasts for municipal infrastructure related to Environmental Services.
- Identification and tracking of best practices and trends/advances in the engineering, operations and/or maintenance of municipal infrastructure for possible application by the Township
- Maintenance and completion of Environmental studies, review annually and update as required
- Oversees the water distribution plant and the contracted Overall Responsible Operator (ORO, or Alternate ORO) for both the water treatment, storage and distribution subsystems and the wastewater treatment and collection subsystems.
- Provides oversight, direction and guidance for the administration, operation and maintenance of these systems, with contractors and associated facilities in accordance with the Ministry of Environment, Conservation and Parks (MECP) regulations and legislation
- Consults and negotiates with clients, members of Council and other stakeholders including external agencies with respect to proposed municipal capital projects
- Monitors and coordinates with other municipalities to ensure that all work performed, upper tier, utility companies, agencies and developers comply with established policies and design, construction and other standards
- Participates with other departments in the review, and approval of development applications as it related to all water and wastewater matters, including reviewing engineering services, drawings, studies, permits, financial impacts, and reports.
- Site inspections required in relation to Municipal consents

- Actively participates in strategic planning, reviews existing environmental by-laws, policies and guidelines and makes recommendations for appropriate changes
- Develop and administer policies, procedures and programs governing utilities locations/construction, municipal sewers, and other infrastructure services
- Review and approval of operations and maintenance procedures, work methods and standards for the municipal drains and storm drains; monitoring of operating performance against procedures/standards with initiation of corrective action as required
- 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
- Works with the Finance Department to establish and maintain an infrastructure asset management program and database to categorize and prioritize construction and repairs

III. Financial Responsibilities:

- Responsible for preparation, monitoring and management of annual Environmental Services operating and capital budgets
- Prepares cost estimates
- Verifies and authorizes invoices for purchases of goods and services and ensures contract administration is in accordance with Council authorization, policies and approved procedures. Authorize extra work, administer claims and contract close outs
- Approves discretionary spending on the purchase of goods and services as authorized
- Prepares, reviews and evaluates tenders and requests for quotations/proposals for competitive public bidding
- Negotiates, prepares and monitors short- and long-term contracts with other municipalities, government agencies, land developers and private companies

APPROVALS

CAO/Clerk

Date

I acknowledge that I have read and understand the contents of this job description and agree to perform the responsibilities as described herein.

Date