



JOB POSTING

Treatment Facility Supervisor

Permanent Full-Time

The Town of Grand Falls-Windsor is seeking the services of a well-qualified **Treatment Facility Supervisor**. This is a newly created position to oversee the operations and staff of the Town's facilities and infrastructure for wastewater treatment and water treatment.

As part of the management team at the Town, and reporting to the Manager of Development with additional accountability to the Manager of Public Works; the Treatment Facility Supervisor develops and manages a broad range of technical and sophisticated infrastructure, equipment, systems and processes to ensure established standards are met in the delivery of safe and quality drinking water for the region and the treatment and disposal of wastewater for the residents of Grand Falls-Windsor.

This leadership position is key in the organization as it is a liaison between senior management and frontline staff, with responsibility for ensuring success of all operations through effective planning, communication and relationship-building with staff, the public and affiliated groups.

DUTIES

- Responsible for the operation, maintenance, supervision and planning of all work for all aspects of the water treatment (WTP) and wastewater treatment plants to ensure they are operated within the permits to operate issued by the provincial government along with all other federal and provincial regulations.
- Supervision of the unionized staff working at these facilities.





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- Lead the decision-making processes regarding equipment replacement, retirement and acquisition, and reporting on operational condition of existing equipment. Develop and present detailed reports on the key testing parameters for both facilities.
- Ensure wastewater and water treatment plants are compliant with all relevant federal, provincial and regional regulatory requirements by providing technical and regulatory expertise and maintaining current knowledge. Provide verbal or written instructions for process control changes to ensure wastewater and water treatment meets regulatory requirements.
- Direct the preparation and completion of all work orders relating to maintenance, repair, and improvements. Work with other members of the organization and outside contractors to ensure adequate resources are assigned to all tasks, including but not limited to regular maintenance and emergency situations. Develop and maintain the electronic preventative maintenance program for all equipment within the facilities. Develop and maintain forms required for proper record keeping and trending of key parameters for the facilities.
- Attend Regional Water Supply Committee meetings after normal work hours. Schedule information tours of the two facilities for outside interest groups.
- Purchase of materials to service/repair equipment, process equipment and chemicals. Responsible for the repair and service of major equipment with external parties. Work jointly with all operators to ensure all items and issues are being addressed.
- Inventory control in relation to normal operations (lab supplies), preventative maintenance, equipment parts and materials. Responsible for chlorine dosage adjustments based on the residual readings received daily from the five communities. Must maintain contact with the communities when completing work at the WTP that may affect their operations. Regular communication with region on water quality issues and assist in problem solving regional water concerns. This will require visits to all communities periodically.
- Advise staff and/or senior management of any issues as applicable.
- Prepares work schedules to ensure effective and efficient use of staff. Responsible for ensuring adequate shift coverage at each facility, including the approval of leave. Prepares and monitors budgets for each facility and meets with the





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Manager of Development periodically to review all budgets along with any operational and personnel issues.

- Advises the Manager of Development on matters related to his/her jurisdiction. Maintains records and prepares reports as required. Trending of the key testing parameters must be done weekly at a minimum.
- Oversees contractors engaged in municipal works. Will be required to be on-call for the Town during scheduled weekends, this responsibility is rotated among the Public Works supervisors.

QUALIFICATIONS

- Successful completion of high school or an equivalency recognized by the government of Newfoundland and Labrador.
- Diploma in mechanical engineering technology or equivalent.
- Eligible for registration with the Association of Engineering Technicians and Technologists of Newfoundland and Labrador.
- Minimum five (5) years of progressive supervisory experience, including 2 years managing water and wastewater treatment facilities, preferably in a unionized municipal government setting.
- Proficient use of Microsoft Office including Access, Excel, Word and SCADA experience. Ability to analyze and summarize data in order to develop detailed graphs and meaningful reports.
- Class 5 driver's license (possess the appropriate driver's license as issued by the Province of Newfoundland and Labrador).
- Advanced knowledge of the practices and processes required to operate both a conventional water treatment plant and a lagoon-based wastewater facility with a primary treatment headworks building along with a UV building is considered a significant asset.
- Certifications in wastewater collection, wastewater treatment and water treatment (Level I, II, III or IV) are considered assets.
- Asset management and project management experience are considered assets.
- Prior experience in mechanical trades or experience demonstrating mechanical aptitude including instrumentation and controls-related work is considered an asset.





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- Current First Aid, WHMIS, Confined Space, Fall Protection, H2S Alive and other industry related courses are considered assets.

SALARY

As per the Town of Grand Falls-Windsor salary scale (\$70,580 - \$80,118)

Interested persons are asked to submit a cover letter and their resume to:

Mr. Jody Bishop
Human Resources Officer
Town of Grand Falls-Windsor
P.O. Box 439
Grand Falls-Windsor, NL
A2A 2J8
careers@townofgfw.com

Deadline for applications is 4:00 pm on Friday, February 10, 2023

