



**Job Description  
Utilities Supervisor**

<b>Document No.</b>	MMJ-021
<b>Date of Issue</b>	2023-05-16

<b>Date Effective</b>	May 16, 2023	Not Covered by CBA	
<b>Responsible To</b>	Director of Works & Operations	<b>Department</b>	Works & Operations
<b>Supervision of</b>	Senior Treatment Plants Operator, Utility Operator, Treatment Plants Operator, Utilities Maintenance Mechanic, Assistant Maintenance Mechanic		

**Position Summary**

The position of Utility Supervisor is a supervisory Out of Scope position that will provide leadership and direction in the planning, development, and implementation of the City's utilities operations. This includes overseeing the water treatment plant, wastewater treatment plants, lift stations, and pump houses. The Utilities Supervisor will also be responsible for managing all associated staff.

**Duties and Responsibilities**

- Oversee the day to day operations of the water and wastewater treatment plants, lift stations and pump houses to ensure compliance with all regulations and standards.
- Manage, lead, and develop staff, promoting a positive, productive, and safe work environment.
- Develop and implement strategies, procedures, and practices for the operation, maintenance, and repair of utilities systems.
- Prepare, monitor, and manage the utilities budget, ensuring the efficient use of resources.
- Collaborate with engineers and contractors on utilities projects, providing expert input and coordination.
- Administer the Collective Agreement with C.U.P.E. Local 228, as it applies to the Utility Structures Department.
- Work as Plant Operator/ Mechanic as the circumstance dictates.
- Compile all test data, records and reports required by local, provincial, federal, or other governing body.
- Coordinate and participate in emergency response rotations and after-hours callouts as required.
- Make adjustments to treatment systems, distribution systems, and collection systems as required to maintain efficiency.
- Ensure appropriate levels of chemical inventory at all times.
- Consult with other Operators on a daily basis.
- Ensure compliance with all Workplace Safety and Health regulations and policies of The City of Flin Flon, including training or subordinates.
- Other duties as assigned by the Director of Works & Operations.



**Job Description  
Utilities Supervisor**

<b>Document No.</b>	MMJ-021
<b>Date of Issue</b>	2023-05-16

**Qualifications**

1. A minimum of two years post-secondary education in Civil Engineering, Water or Environmental Studies or related field; possesses and/or is eligible for a professional designation.
2. Must possess and maintain valid:
  - a. Class III Wastewater Treatment Certification
  - b. Class II Wastewater Collection Certification
  - c. Class III Water Treatment Certification
  - d. Class II Water Distribution Certification
3. Minimum 5<sup>th</sup> Class Power Engineer Certification issued by the Department of Labour.
4. The ability to carry out duties alone and with minimal or no supervision.
5. Thorough knowledge of City Utility System and location and function of its various buildings and works.
6. Ability to complete accurate and legible reports relative to the work performed and readings taken.
7. Ability to accurately complete calculations and associated work.
8. A valid and current Class 5 Driver's License for the Province of Manitoba, or equivalent, is required.
9. Grade 12 education or G.E.D.
10. Ability to understand and exercise informed judgment about matters affecting the City's entire water and wastewater system. As well, the Operator should have the ability to interpret data, and maintain an efficient operation while meeting the criteria as required by the City's licenses.

**Accountability**

To the Director of Works and Operations on a written and verbal basis as required.