



POSTING

Utilities Manager

Full-time Permanent Opportunity

Why Choose Loyalist for Your Next Great Career Opportunity? Loyalist Township is committed to developing leaders who are passionate about making a difference. Ensuring the safe and effective provision of water and wastewater services to Township residents and businesses is critical to the Township. We support leaders to grow their strengths in managing others, and together we will reach our collective full potential as an employer of choice. We offer excellent pay and benefits including a defined benefit pension plan, OMERS. Service to our community, and to each other is what we do.

Loyalist is a growing community of over 17,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts an amazing downtown core right on Lake Ontario, full of excellent restaurants and night life offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

What do You Offer Loyalist as a Natural Leader? You bring a positive approach to challenges and support leaders in making decisions that drive a healthy culture. You are a keen and positive person, who loves to support others to be the best they can be. You are a natural leader with a capability to motivate and nurture teams and build relationships, while also effectively having tough conversations as soon as challenges become apparent. You have extensive experience, understanding and passion for water and/or wastewater operations and systems. You value making a difference for the public and contributing to a great team environment. Your technical problem-solving allows you to brainstorm solutions to complex situations with your staff.

File No: 2022-43 Utilities Manager
Hours: 35 per week
Salary: \$104,176 - \$120,120 (\$57.24 – \$66.00 per hour)
Closing: May 29, 2022, 11:59 p.m.

A detailed job description is below. Please submit your cover letter and resume using the online form by selecting the apply now button:

[APPLY NOW!](#)



POSITION TITLE: UTILITIES MANAGER

DEPARTMENT: ECONOMIC GROWTH & COMMUNITY DEVELOPMENT SERVICES

REPORTS TO: DIRECTOR OF ECONOMIC GROWTH & COMMUNITY DEVELOPMENT SERVICES

CATEGORY: PERMANENT FULL-TIME

UPDATED: MAY 2022

POSITION SUMMARY:

This role is an integral part of service delivery to the residents of Loyalist Township and contributes to the achievement of our Strategic Plan. It is key to the overall management of the Township's Utilities division and ensuring the safe and effective provision of water and wastewater services to Township residents and businesses.

The Utilities Manager is responsible for providing leadership and strategic direction for the Utilities Division, for the operation and maintenance of water and wastewater systems and will build relationships, resolve conflicts, and promote collaboration, internally and externally, to Water and Wastewater Operations. The Manager will plan, coordinate, direct and monitor a multidisciplinary team of staff to ensure that water and wastewater treatment, distribution and collection facilities and networks operate at the highest level of efficiency, while maintaining quality, current demand, and environmental goals, and that full compliance with all federal and provincial laws, bylaws, and resolutions of Township Council are met.

The Manager is responsible to develop and manage the operating and capital budgets for all operating expenses and infrastructure assets within the Utilities Division.

MINIMUM QUALIFICATIONS:

- Post-secondary degree in engineering or similar/related discipline and eligible to be registered as a Professional Engineer in Ontario, or a related field or combination of education and relevant work experience.
- Five (5) years of leadership experience in water and/or wastewater operations, with two (2) years leadership experience in a unionized environment preferred.
- Intermediate computer application skills including using Microsoft Office programs and financial software.
- Experience in project management and in overseeing the implementation of capital projects.
- Required to obtain and maintain satisfactory CPIC (Criminal Record Check).
- Required to possess and maintain valid Class "G" driver's license with a clean driving record.

KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrated leadership skills including the ability to motivate, recognize, and supervise staff in a respectful, fair, and consistent manner including effective mentoring, coaching, counselling, and conflict management skills.

- Ability to implement and complete technical projects independently or manage projects through supervising teams, with minimal supervision.
- Thorough understanding of government regulations related to Ontario water and wastewater operations.
- Strategic thinking and demonstrated experience shaping and implementing divisional and corporate vision, mission, and values, as well as corporate strategies.
- Must be skilled in oral and written communications and use of tact when meeting the public, including the ability to write reports, technical specifications in tenders, proposals, and quotations, and maintain and communicate data and information.
- Demonstrated ability to manage multiple projects and timelines with strong organizational skills and the capacity to multi-task in a fast-paced environment, responding with flexibility to changing priorities while recognizing the importance of time and budget constraints.
- Meet established deadlines in a dynamic work environment with shifting priorities.
- Demonstrated flexibility and organizational skills in dealing effectively with shifting priorities, based on urgency and importance.
- Highly self-motivated with an ability to work both independently, and in a team environment.
- Ability to deal effectively with all levels of staff and government, elected officials, consultants, contractors, the public and community organizations.
- A strong understanding of risk assessment and risk management.
- Ability to make accurate and timely decisions under stressful conditions.
- Experience and sound knowledge of budgeting and budget monitoring.
- Must be able to apply scientific methods to carry out technical studies and solve process problems.
- Must be able to perform research on topics and analyze findings leading to positive decision making.
- Ability to develop effective working relationship, maintain confidentiality, strong mediation and conflict resolution skills, and ability to act with tact and diplomacy during difficult and politically sensitive situations.
- Proven ability to lead and develop individuals and teams towards a common purpose, set clear expectations and direction.
- Supervisory and leadership experience, preferably in a unionized environment, strong liaison skills, and the ability to work independently, as part of a team and as a team leader.
- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts and the ability to express ideas clearly and concisely with ease and confidence while representing the Township in a professional, consistent, and positive manner.
- Demonstrated leadership and organizational awareness using critical thinking skills in decision making, with a realistic understanding of the issues and the impact of a decision on the department and the Township as a whole.
- Solid understanding of the Occupational Health and Safety Act, and other applicable legislation.

DUTIES AND RESPONSIBILITIES:

1. Personnel Management

- Apply knowledge of the political, legislative, regulatory, and other trends analysis, effectively communicate goals and objectives of the division and work groups.
- Assign tasks and communicate objectives and guidelines to staff, and monitor attainment of these objectives by various methods, including regular reviews and meetings.
- Conduct performance evaluations on employees.
- Act under delegated authority with regard to hiring, suspension and discipline, and recommend staff for advancement.
- Prepare and review job descriptions.

- Review attendance and take appropriate action in the case of problem employees.
- Deal with union officials as needed to resolve conflicts or problems and handle the first step of the grievance procedure.
- Promote health and safety as a corporate overarching goal and utilize strategies to ensure health and safety is integrated in Loyalist Township culture.
- Review and investigate all assigned employee/equipment accidents, and make recommendations on any action that is warranted, as a result of such investigation, either disciplinary or corrective.
- Supervise operations staff in the absence of the Utilities Supervisor/ Operator.
- Management and supervision of all utilities' personnel, hired equipment suppliers, consulting engineers and contractors engaged in the operation, maintenance and improvement of the Township Utilities Division.

2. Compliance – Regulatory

- Ensure the necessary resources are available for the continued operation of the Quality Management System under the Safe Drinking Water Act.
- Ensure that necessary reports and statistical data are accurately recorded and submitted for analysis on a continuous basis, complete and forward required reports.
- Liaise with the Ministry of the Environment, Conservation and Parks regarding the operational compliance of the Township's potable water and wastewater systems, and any other matters under this Ministry's jurisdiction.
- Liaise with the Ministry of Health regarding safety of the drinking water and any other matter under this Ministry's jurisdiction.
- Develop, monitor, and record training program to meet compliance requirements.

3. Operations Management

- Ensure that all assets of the department are included in the Township's asset management plan and regularly maintained and inspected.
- Ensure that all operations of the division are compliant with legislated requirements or take appropriate actions when systems are non-compliant.
- Ensure that adequate policies, procedures, bylaws etc., are in place with respect to the operations of the Utilities Division to meet compliance requirements.
- Responsible for the review of all submissions to the regulating authorities and management and maintaining the submission schedule requirements.
- Responsible for the supervision and scheduling of the Utilities Compliance Supervisor, Utilities Supervisor/Operators, coordinate the operations of Utilities Supervisor/Operators in the planning and scheduling of work, and sharing of equipment and labour.
- Responsible to ensure the equipment and preventive maintenance program and continual improvement of maintenance programs for all divisional equipment and vehicles, is developed and operational.
- Ensure that the necessary administrative and legislated records are provided for all operations, maintenance and construction work.
- Provide technical support to operations staff.
- Investigate complaints or enquiries and take appropriate action to correct unsatisfactory performance or situations within the area of responsibility and attempt to restore good public relations.
- Provide backup support in the absence of the Utilities Compliance Supervisor, and Utilities Supervisor/Operators.
- Prepare written reports for the Director of Economic Growth & Community Development Services on relevant departmental topics as requested.
- Responsible for and has full authority for the management of the Utilities Division.

4. Administration

- Inform the Director of Economic Growth & Community Development Services of all Utilities Division's needs and develop the capital program and annual operating and capital budgets, and recommend staffing, materials, and equipment requirements.
- Develop tenders as required for areas of responsibility and prepare estimates for proposed work.
- Act as contract administrator for utility capital projects as requested.
- Provide cover-off, as assigned, in the absence of the Director of Economic Growth & Community Development Services.
- Manage the review and formulation of policies, performance standards, and procedures of the division.
- Monitor and keep divisional expenditures within the budget appropriation for the year and report any potential problems in this regard to the Director of Economic Growth & Community Development Services and CAO.
- Develop policies to support the affairs of the Utilities Division and monitor the relevance of existing policies and procedures making amendments when appropriate.
- Monitor the training requirements of staff and ensure that appropriate levels of training are maintained.

5. Infrastructure Management & Development

- Develop long term infrastructure planning through the Asset Management process and advise the Director of Economic Growth & Community Development Services of the plan and work to coordinate all Linear Township Infrastructure and facilities.
- Perform technical reviews of subdivision development proposals to determine conformance with Township policy and specifications and agreements.

6. Interdepartmental Functions

- Deal on a day-to-day basis with field personnel of various divisions and departments, government agencies, and the public.
- Attend meetings with other municipalities, sit on committees and associations, both internal and external, when requested by the Director of Economic Growth & Community Development Services.
- Participate in general workplace duties as assigned.
- Protects own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety.
- Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

WORKING RELATIONSHIPS:

Internal: daily communication with Utilities staff, frequent communication with Director, and with other Township employees, human resources, union representatives.

External: residents, contractors/vendors, external seminar and course providers, external trainers, and consultants.

WORKING CONDITIONS:

- Normal office environment working conditions apply when completing administrative tasks.
- May be times where outdoor work is required.
- Ability to respond after hours as needed to operational situations.
- Additional work outside of regular office hours for attendance at Council and public meetings, as required.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. Loyalist Township reserves the right to amend this position description at any time.