



The City of Whitehorse is currently looking for a Utility Stations Supervisor. Applications can be made by visiting our website at [www.whitehorse.ca/careers](http://www.whitehorse.ca/careers). If you have any questions please contact Kirk Malach at [kirk.malach@whitehorse.ca](mailto:kirk.malach@whitehorse.ca).

## **Utility Stations Supervisor**

**Department: Water and Waste Services**

**Status of Position: Permanent Full-Time**

**Hours Per Week: 4x10**

### **Job Summary:**

This incumbent supervises and ensures the effective and efficient use of resources to ensure quality, public health and safety of water and wastewater operations and facilities in compliance with all statutory and legislative requirements.

### **Duties and Responsibilities:**

1. Supervise, plan, coordinate, install and maintain the City's water, sewer/storm and pumping systems and operations including treatment, SCADA and alarm systems.
2. Provide leadership in all human resource areas, including recruitment and performance management consistent with collective agreements and city policies.
3. Analyze and compile technical data, conduct research, review designs and prepare reports.
4. Develop and provide recommendations relating to water and sewer/storm systems operation and maintenance protocols and procedures. Oversee and maintain robust Computerized Maintenance Management System.
5. Ensure regulatory compliance relating to water and wastewater services monitoring and testing.
6. Assist in the preparation of the City's annual water license report.
7. Collaborate with the Procurement department to develop and evaluate procurement documents (tenders, proposal calls, etc.). Obtain cost quotes and purchase inventory parts and supplies.
8. Prepare and maintain section's annual O & M and capital budgets.
9. Act as Manager, Water & Waste Services as assigned.
10. Ensure, so far as is reasonably practicable, that safety procedures and standards are followed by personnel throughout the department.
11. Other related duties.

This position contains elements necessary for identification and evaluation of the job. The incumbent may be required to perform other related duties.

## **Working Conditions:**

Continuous exposure to electrical hazards, dust/dirt, fumes/odours, inclement weather, temperature extremes, heights, human wastes/fluids, fats, oils, rancid food grease, raw sewage, hazardous chemicals, noise requiring hearing protection, confined spaces and working in traffic.

## **Required Knowledge, Skill and Abilities:**

- 2 year diploma in a related field or journey trade certification plus level 3 certification Water Distribution.
- Ability to achieve level 3 certification in Wastewater Treatment and Wastewater Collection within 5 years.
- 3 years previous related experience including 2 years at a supervisory level.
- Water Quality and Sampling for Water & Wastewater, WHMIS & TDG Certificate; Standard First Aid, Level C CPR; Aerial platform, WHMIS & TDG; Confined Space; Fall Arrest; Chlorine Handling; Hazard Assessment and Control; Electrical Awareness; Pumps Theory of Operation & Maintenance; Work Zone Traffic Control Safety & Traffic Signal Level 1; Leadership for Safety Excellence; Process Control and Instrumentation part 1-3; Infrared Thermography level 1; Fundamental PLC programming, PLC Maintenance and Programming, SCADA & related software.
- Knowledge of SCADA systems and process controls, operating and repairing systems including valves, pumps and systems.
- Proven ability to concentrate, pay attention to detail, organize, priority set and be a team player.
- Ability to work with little supervision and function in a multidiscipline environment.
- Class 5 Driver's License

An equivalent combination of education, training and experience may be considered.

## **Examples of Equipment to Operate:**

Vehicle, skidoo, boat and motor, ATV, aquifer testing equipment, chlorine dosage feed systems and monitoring equipment, standard and specialized electrical testing equipment, truck mounted hoist equipment, safety harness equipment, equipment for transportation of dangerous goods, generator and pumps, hand and shop tools, calibration kit, gas detectors, monitoring system, and computer applications such as Security and Alarm systems, Outlook, Word & ERP.

EMPLOYMENT CONTRACT \*  
PSAC Y023

RANGE  
\$41.90 - \$49.29

**Job posting closes: February 25, 2018 at 9:00pm (Pacific Time)**

An Eligibility List may be established from this job posting – The duration of the eligibility list will be 6 months. Future vacancies will be filled by going to the next highest ranked candidate until the eligibility list expires. The City wishes to thank all applicants for their interest but only those candidates selected to advance in the recruitment will be contacted. Note that only those candidates eligible to legally work in Canada will be considered.