



## JOB DESCRIPTION

<b>Job Title:</b>	Supervisor, Water Supply		
<b>Job Number:</b>	0478	<b>Jurisdiction:</b>	CMM
<b>Division:</b>	City Operations		
<b>Department:</b>	Water, Waste & Environment		

### **NATURE OF WORK:**

This position leads and supervises staff responsible for supplying potable water to the City of Regina distribution system for customer use and fire protection. The Supervisor directs and coordinates comprehensive programs in operations, maintenance, repair, and construction to ensure that adequate amounts of water (pressure and volume) that meet legislated health and safety requirements, and aesthetic standards are always available. The City of Regina must ensure that we meet our Permit to Operate Water Works. This position receives general direction from the Manager, Water Operations.

### **DUTIES AND RESPONSIBILITIES:**

Plans and assigns staff and allocates resources for work relating to water supply facilities including water wells, water supply booster stations, water supply transfer stations, water supply pipelines, water reservoirs and City distribution water pumping stations.

Ensures that policy and regulatory requirements are met for water quality and quantity. This includes responsibility for the accurate recording and documentation of Water Supply records.

Ensures that all rules and regulations as set out in the Provincial Occupational Health and Safety Act and the City of Regina Occupational Health and Safety Manual are adhered to by Water Supply staff.

Responsible for expenditure control of assigned operating and capital budget accounts in Water Supply.

Analyzes work processes and recommends and implements changes to optimize and improve safety, operations and maintenance of the Water Supply system.

Provides mentoring, training, advice, direction, and corrective discipline to staff in Water Supply. Maintains documentation of employee relations issues and deals with employee

complaints and grievances giving evidence when required on behalf of the City at formal hearings of boards and/or committees.

Initiates hiring for vacant positions in Water Supply. Conducts interviews and selects new hires.

Initiates training and development of staff to keep them current with changing practices, technology, and safety standards.

Assists in preparation of the annual operating budget for Water Supply.

Interprets specifications, blueprints, diagrams, and work orders to subordinate staff to ensure that work is performed in accordance with prescribed procedures and methods.

Performs regular field inspections to ensure that work is carried out in accordance with standard methods and procedures.

Reviews design plans and assists in setting up contract specifications, as a member of the team.

Deals with public complaints and inquiries and carries out effective public relations with a strong customer service orientation.

Consults with owners of other underground utilities such as gas, power and telephone companies prior to any maintenance or construction work.

Works directly with others to establish or adjust work procedures to meet required schedules.

Ensures that performance appraisals of all employees within the section are carried out conscientiously as required.

Responds to callouts to deal with emergency situations and/or direct information to personnel with respect to required action.

Performs related work as required.

## **QUALIFICATIONS:**

### **Knowledge, Abilities & Skills**

Must have demonstrated leadership abilities, the ability to plan and organize work, to communicate effectively in oral and written form, and to monitor and correct behavior/performance of assigned staff.

Knowledge of the principles of organization, supervision and administration and the ability to effectively apply these principles.

Thorough knowledge of personnel, materials, equipment, and methods required in water supply systems, including storage, pumping, piping, and SCADA controls.

Thorough knowledge of regulations and procedures relating to water supply systems.

Proficient in use of current City software such as Microsoft applications, GIS, Access database, EmpCenter, etc. to retrieve data, prepare operational and business computations, reports, and use e-mail.

Ability to provide technical advice, guidance, and direction to all levels of staff within Water Supply and with external contacts.

Ability to independently, or as part of a team, demonstrate tact and diplomacy in order to maintain co-operative working relations, communicate effectively with a variety of internal and external customers and co-workers.

Ability to assign, delegate and schedule work of staff and self, organizing and prioritizing multiple and changing work demands while considering workloads, employees' skills, and operational requirements.

Ability to analyze data and issues, document findings, research and recommend required changes and coordinate and implement policies and procedures.

Ability to exercise a high degree of initiative and work with a considerable amount of independence demonstrating sound problem solving and decision-making skills.

Ability to express ideas effectively in written form with particular emphasis placed on the ability to prepare comprehensive reports.

Ability to learn and apply the rules and regulations of the Provincial Occupational Health and Safety Act as they apply to Water Supply.

### **EDUCATION AND EXPERIENCE:**

Grade twelve (12) or GED.

The knowledge, skills and abilities are typically obtained through completion of a Diploma in an Engineering related technology or recognized trade, and a minimum of eight (8) years' experience in water supply or distribution, including five (5) years of experience in a supervisory capacity.

Class IV Operator Certification, as identified under the Saskatchewan Water and Wastewater Works Operator Certification Standards, in their designated operating area (Water Distribution) or ability to obtain it within one year.

**WORKING/OTHER CONDITIONS:**

Must possess a valid Class 5 Driver's License.

Must be able and willing to perform work of a physical nature in water supply facilities, field environments and inclement conditions.

Will be required to work from a variety of locations (i.e., Water supply facilities and/or other designated bases.)

Must be willing to be on call, perform overtime, and work shift and/or irregular hours.

Must be comfortable working in environments where sewage is present.

Must respond to call outs and emergencies as required.

