

Position Description

Position Title:	Lead Operator - Waste Water Treatment Plant
Department/Division:	Public Works
Scope:	In Scope

Core Purpose of Position

The City of Prince Albert is looking for a full-time permanent Lead Operator at the Waste Water Treatment.

The Lead Operator, under the direction of the Plant Manager, will be providing the day-to-day Supervision of the Waste Water Treatment Plant and all ancillary facilities including all sewage lift stations. Employees in this position perform difficult and complex supervisory work. This position will be responsible for staff scheduling, maintaining the inventory of wastewater treatment materials & laboratory supplies, operating supplies, housekeeping supplies and office supplies. Liaison with the accredited laboratory for sampling supplies and coordinating sample collection and submission as required in the Permit to Operate a Sewage works and additional partnered departments.

This position will also assist with budget preparations, operating records and data management, planning maintenance and shut downs of the facility without disrupting effluent flow to the North Saskatchewan River. The position will also be designated as back up for managers to cover absences.

Major Duties and Responsibilities

- Staff scheduling to ensure proper operations and oversight of the facility.
- Ensure operational records and databases are up to date and meeting the regulatory requirements.
- Provide direction and supervision of all employees.
- Provide operational coverage where required.
- Manage inventory levels for treatment chemicals, operating supplies, lab supplies, housekeeping supplies, sampling supplies and other required materials
- Ensure Acts, Regulations, Bylaws, Agreements, policies and procedures are followed in the workplace.
- Ensures regulatory sampling is performed and recorded according to the Permit to Operate a Sewage works.
- Responsible for encouraging and maintaining high level of safety and communication with all staff working under their supervision.
- Work with Plant Manager to develop and implement a Preventative Maintenance Program for Utility Facilities.
- Assist Plant Manager in the creation and monitoring of budgets.
- Creation, implementation and training of Standard Operating and Safe Work Procedures.
- Perform other duties as assigned.

Key Behavioral Competencies

Initiative/Self-Motivation

- Demonstrates a strong ability to work independently while maintaining strong communication and information sharing with relevant parties.
- Strives for improved performance/productivity and stays current with appropriate work practices, procedures and resources.

Communication

- All communication with peers, superiors and subordinates is respectful and appropriate to the situation.

Planning

- Demonstrates ability to achieve specific organizational objectives by:
 - Determining specific tasks, sequence, timelines and resources to be used in order to attain those goals;
 - Effectively managing or overseeing the completion of that task according to the plan.

Team/Collaborative Oriented

- Demonstrated ability to work as an enthusiastic and positive team member in a results oriented environment.

Compliant with Rules and Procedures

- Demonstrates leadership with co-workers and customers in ensuring compliance with relevant regulations and standards.

Qualifications (Education, Training, Experience)

Successful completion of a diploma or degree in a Water Resource or related field as approved by the City.

- Eligibility for membership as an Applied Science Technologist or Professional Engineer.
- Completion of an approved Waste Water Treatment Course.
- Achieved or working towards Provincial Operator Certification in Waste Water Treatment Class 4 respectively.
- Experience working in a municipal organization is an asset
- Supervisory training and or experience is an asset.

Key Knowledge, Technical Skills and Abilities

- Thorough knowledge of principles related to water treatment and distribution system operations
- Ability to provide supervision and accountability to staff under their supervision.
- Ability to communicate effectively with employees and the general public.
- Knowledge of current OH&S standards and regulations
- Proven knowledge of computer operating systems, spreadsheets, word processing and database applications
- Good organizational skills.
- Ability to work with minimal supervision
- Ability to plan, train and supervise the activities of employees.
- Ability to maintain accurate records and documentation and provide recommendations to the manager.
- Proven ability to accept responsibility and demonstrate leadership.

Special Conditions

- Security Background Check Required.
- Must be willing to participate in future job related training programs such as; Management Skills for Front Line Managers, the Supervisor's Occupational Health and Safety Regulation Course, or other courses equally acceptable to management.
- Must be willing to take applicable safety and job-related programs, courses and medical shots.

Organizational Relationships

Reports To:

WWTP Manager

Supervisory Responsibility: Yes No

Direct Reports: 1-3 4-7 8 or more

Profile Review Information