

EXTERNAL JOB OPPORTUNITY

POSITION:	PUMP STATION SUPERVISOR	JOB POSTING #:	2019-0290-R
POSTING PERIOD:	Tuesday, October 15, 2019 at 8:30 AM to Monday, October 21, 2019 at 4:30 PM		
DEPARTMENT:	Pollution Control	UNION:	Non-Union
LOCATION:	Various	JOB CODE:	NU0489
POSITION STATUS:	Regular Full-Time	GRADE/CLASS:	NU12
# OF POSITIONS:	1	RATE OF PAY:	\$84,127.79 to \$102, 258.36 Annually
POSITION #:	0004379	SHIFT WORK REQ'D:	No

DUTIES:

Reporting to the Manager, Process Engineering and Maintenance this position is responsible to ensure effective day-to-day operation, maintenance and monitoring of all pump stations and storm water management ponds within the Pump Station Division. Will coordinate scheduling and supervision of unionized employees including performance appraisals, discipline, and training; coordinate work of other divisions and contractors; oversee and report ongoing progress of tendered documents; responsible for administering and monitoring the Pump Station Division budget; responsible for preventative maintenance, scheduling and managing of repairs, and troubleshooting of mechanical and electrical breakdowns; will research and order replacement parts for mechanical equipment relating to the operation of the pump stations; responsible for all equipment and material inventory pertaining to the Pump Station Division; responsible for handling emergencies and alarms during normal working hours and after hours as needed, for updating Operating Procedures and for answering calls from the public or other agencies; ensures familiarity and compliance with all Provincial safety legislation and corporate safety policies; maintain amiable relations with the public and fellow staff. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have a post-secondary school community College diploma in Engineering Technology or Science, or Ontario Ministry of Education equivalencies and a minimum of four (4) years of municipal or related experience in a sewage treatment facility, with two of those years in a Class III or Class IV wastewater treatment facility. **OR;**
- Must have an Ontario Secondary School Graduation Diploma combined with a four (4) year Mechanical Apprenticeship Program such as Sewage Treatment Mechanic, Industrial Millwright, Industrial Electrician, or Ontario Ministry of Education equivalencies and a minimum of four (4) years of municipal or related experience in a sewage treatment facility, with two of those years in a Class III or Class IV wastewater treatment facility.
- Must hold, or be able to obtain, a Ministry of Environment Wastewater Collection O.I.T. Certificate within 60 days of commencing the position.
- Must obtain Ministry of Environment Class IV Wastewater Collection Certificate within four (4) years. Scheduling for achieving this certificate will be established and outlined by the department.
- Must hold and maintain a current valid and lawful Class "G" driver's license in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment.
- Should have knowledge of the Occupational Health and Safety Act, its regulations and knowledge of the hazards associated with the work.
- Will be required to complete and remain current as per the requirements of the Corporation's Management Certificate Program.
- Progression through the Art of Supervision Program Certificate or a supervisory program of a similar nature is considered an asset.
- Proven communication, report writing and supervisory skills in a union environment is considered an asset.

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- Experience in contract administration, budget control and monitoring will be considered an asset.
- The physical demands analysis associated with this job indicates a sedentary-light level of work.

HOW TO APPLY:

- An online application is available and must be completed and submitted by no later than the posting period noted. Internet access is available at your local library branch.
- If you require assistance to apply online, please contact recruitment@citywindsor.ca or call (519) 255-6515.
- The City of Windsor strives to protect all personal information submitted via the internet in response to job postings. We will not ask you to provide your social insurance number or banking or other financial information. Sometimes things happen that are beyond our control. We cannot guarantee that data in our system is immune from unauthorized access. Please have this in mind when you decide to respond to job postings.

To apply for this position, click [APPLY NOW](#)

NOTE:

- **Only those applicants selected for an interview will be acknowledged.**
- We offer a smoke-free office environment.
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.