



## POSITION DESCRIPTION

**TITLE:** MANAGER OF WATER UTILITIES

**DEPARTMENT:** UTILITIES

**ORGANIZATIONAL RELATIONSHIPS**

**REPORTS TO:** DIRECTOR OF UTILITIES

**SUPERVISES:** WATER AND WASTEWATER STAFF

**REVISION #:** 01: DECEMBER 2024

---

### POSITION SUMMARY

Reporting to the Director of Utilities, the Manager Water Utilities leads the Operations and Maintenance of Water and Wastewater treatment facilities, pumphouse and lift stations, pressure reducing valves and watershed including storage facilities such as dams and spillways. Collaborates with the Works and Infrastructure (W&I) department on the operation and maintenance of water distribution and wastewater collection including services. The Manager – Water Utilities optimally manages, through coordinated systematic activities of assessment, planning and maintenance, the Water Utilities assets, and their associated performance, risks and expenditures over their lifecycles.

### KEY RESPONSIBILITIES

#### SAFETY:

- Oversees and is directly responsible for the safety of the direct reporting staff.
- Ensures Safe Work Procedures are established and updated for appropriate work.
- Ensures staff are trained as per policy and regulations.
- Maintains current knowledge of appropriate WorkSafeBC regulations such as Personal Protective Equipment, Lock Out Tag Out, Confined Space, Fall Protection, Traffic Control and Worker Transportation.

#### REGULATIONS:

- Responsible to stay knowledgeable on the regulations applicable to Water, Wastewater and Dams.
- Responds to regulatory changes and ensures operation and maintenance best practices are integrated in plans.
- In alignment with the Dam Safety Regulations:
  - Maintain accurate and up-to-date Operation, Maintenance and Surveillance manuals.
  - Maintain accurate and up-to-date Dam Emergency Plans.
  - Ensures the process for finding, assessing and reporting Hazardous Conditions and Potential Safety Hazards is followed.

- Ensures Site Surveillance and Formal Inspections are completed.
- Mechanical and Electrical testing is complete.
- Ensure Dam Safety Reviews are completed and submitted.
- Be familiar and up to date with Dam Safety Regulations.
- Maintain a collaborative and positive working relationship with the Dam Safety Officer.
- Ensure Operators meet the requirements of Environmental Operators Certification Program.
- In alignment with the Summerland Water Supply System Operating Permit:
  - Ensures all Actions and Conditions on permit are met.
  - Ensures compliance with Section 6 of the Drinking Water Protection Act.
  - Meets objectives set out in Section 4 of the Drinking Water Treatment Objectives for Surface Water Supplies in BC.
  - Ensure Emergency Response and Contingency Plan is up to date.
  - Ensures the Water Quality Monitoring Plan is up to date.
  - Ensures the Cross Connection program is meeting regulations.
  - Ensure Operators meet the requirements of Environmental Operators Certification Program.
  - Ensure the Water Utilities Bylaw is up-to-date and compliant.
- In alignment with the Summerland Wastewater Treatment Operational Certificate, the BC Municipal Wastewater Regulation and the Wastewater Systems Effluent Regulations:
  - Ensure Effluent Quality discharged to Okanagan Lake meets characteristics.
  - Ensure Effluent Quality for on-site irrigation water meets characteristics.
  - Maintain a Sludge Management Plan.
  - Maintain a Contingency Plan.
  - Maintain an Operational and Maintenance Manual.
  - Ensure Operators meet the requirements of Environmental Operators Certification Program.
  - Ensure Ultraviolet disinfection is functioning as designed.
  - Ensure the Sanitary Sewer System Regulation Bylaw is up to date.
  - Ensure influent monitoring is compliant.
  - Ensure effluent monitoring is compliant.
  - Ensure sludge monitoring is compliant.
  - Ensure lake sampling and monitoring is compliant.
  - Ensure reporting is compliant.
  - Bypasses follow requirements.
  - Maintain a collaborative and positive working relationship with the Regional Waste Manager.
  - Ensure Operators meet the requirements of Environmental Operators Certification Program.

#### **PLANNING AND BUDGETING:**

- Works closely with the Director of Utilities to develop and implement the short- and long-term goals of the utilities.
- Develops capital plans based on operational and regulatory needs of the utilities.
- Delivers the Operations and Maintenance budgets on Scope, Schedule and Budget.
- Delivers capital projects as assigned on Scope, Schedule and Budget.
- Predicts changes in operating and maintenance costs.
- Monitors and controls spending ensuring the effective and efficient expenditure of allocated funds.

#### **LEADERSHIP:**

- Responsible for supervising, coordinating and directing work of crews engaged in a variety of operations, maintenance and construction tasks.
- Establish and maintain effective working relationships with internal and external contacts.
- Hires, supervises, directs and develops staff, monitoring performance in accordance with goals and objectives.
- Provides general direction to staff with emphasis on the planning, development and implementation of programs and operations.
- Ensures adherence to corporate policies and collective agreements.
- Leads, coaches and mentors staff recognizing the importance of leadership, supervisory, and technical training.

- Develops and sustains a flexible and resilient workforce and encourages staff to pursue opportunities that complement their skills and experience.
- Works collaboratively to resolve complex technical and interpersonal issues staff encounter while doing their work.

#### **GENERAL OPERATIONS:**

- Oversees the operations and maintenance of the water treatment systems.
- Oversees the operations and maintenance of the water storage systems including dams and associated infrastructure.
- Collaborates with W&I on the operations and maintenance of the water distribution system.
- Collaborates with the Finance department on water metering.
- Oversees the operations and maintenance of the wastewater treatment systems.
- Collaborates with W&I on the operations and maintenance of the wastewater distribution system.
- Ensures systems operate in accordance with performance standards; and provide direction for resolving problems.
- Receive and resolve complaints from the public and other departments.
- Oversee the development of annual work schedules.
- Oversee records management.
- Optimally manages assets through coordinated systematic activities of assessment, planning and maintenance.
- Approves expenditures such as contractor invoices, material and equipment purchases in alignment with the District's purchasing policy.
- Performs other related work as required.

#### **QUALIFICATIONS, SKILLS AND ABILITIES**

- Degree in Civil Engineering, Diploma in Civil Engineering Technology, an EOCP designation, or an equivalent combination of education and experience in a related field.
- Minimum of 5 years of related water and / or wastewater experience.
- Expert knowledge of best practices for managing water and wastewater systems.
- Proficient knowledge of regulatory requirements for managing water and wastewater systems.
- Considerable knowledge related to overseeing the emergency response that may arise from water and wastewater systems.
- Ability to exercise a high degree of independent judgment to resolve complex technical and operational challenges.
- Prior experience in local government is considered an asset.
- Strong knowledge of municipal legislation, bylaws, and procedures related to water and wastewater utilities in a municipal environment.
- Previous supervisory experience leading staff would be considered an asset.
- Demonstrated ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with a variety of internal and external stakeholders.
- Strong organizational, analytical, and decision-making skills.
- Ability to work on several concurrent tasks and competing priorities within established timelines.
- Demonstrated computer skills in Microsoft Office (Word, Excel, Outlook, PowerPoint) and GIS
- Valid Class 5 B.C. Driver's License.