

JOB DESCRIPTION

JOB TITLE: Supervisor, New Market, Aurora, Orangeville District

Department: Clearford Waterworks Operations
Status: Full-time
Location: Orangeville, Ontario
Immediate Supervisor: Director, Operations

OVERVIEW OF COMPANY:

Clearford Water Systems Inc.

[Clearford™](#) is a new kind of water management company, delivering integrated water infrastructure solutions with sector-leading efficiency and reliability. Our diverse team of licensed engineers and operators provide a complete range of water and wastewater services. From conceptual design, regulatory approval, fabrication & installation, to operations and regulatory compliance, Clearford offers everything required for any water infrastructure challenge and takes responsibility for regulatory compliance at every stage.

UV Pure® Technologies

[UV Pure® Technologies](#), a subsidiary of Clearford Water Systems Inc., is a Canadian manufacturer of advanced ultraviolet water disinfection systems with installations in water treatment plants, buildings, and public facilities worldwide. Our [Hallett™](#) products are proven for use in potable, wastewater, and reuse disinfection systems for flows of up to 100 gpm (378 L/min). All UV Pure systems feature our patented [Crossfire Technology®](#) for effective disinfection of even the most difficult water.

UV Pure has earned an Artemis Top 50 Clean Tech Company award, Going Green Global Top 200 award, two Frost & Sullivan Best Practices awards, and a Canadian Drinking Water Association award for innovation.

SCOPE OF POSITION:

The District Supervisor will oversee all day-to-day activities for the water and wastewater Operators in the Orangeville District. The District Supervisor will provide support to the Director, Operations on all related initiatives and will support the various Account Managers on sales and growth opportunities.

The District Supervisor plans, leads, and coordinates the delivery of Operations and Maintenance (O&M) services for decentralized water and wastewater systems that range from Water Distribution and Supply, to Class II MBR Wastewater Treatment, to industrial Wastewater Treatment using Membrane Ultrafiltration and Reverse Osmosis. The Supervisor will support cohesion within the team, while ensuring operational effectiveness, seek out efficiencies, optimize the lifecycle of the assets using best practices for maintenance activities, and promote a safe workplace.

The District Supervisor will maintain clients' customer satisfaction through good working relationships, including regular communication through face-to-face meetings to discuss any operational or compliance challenges in effort to resolve the issues in a timely and cost-effective manner.

MAJOR RESPONSIBILITIES:

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- Assumes the role of Overall Responsible Operator (ORO) for all sites within the District, and be available to assist OITs work through operational issues at all times;
- Provides leadership, expert operational input, and oversees the Operation and Maintenance of surface Water Treatment Plants, Well-Based Distribution and Supply Systems, Pumping Stations, Reservoirs including: Programmable Logic Controllers (PLCs), various digital and analog instrumentation and control systems, numerous monitoring, reporting and communication systems, pressure tanks, filtration systems, continuous online analyzers, and related appurtenances, valves, hydrants etc;
- Provides leadership, expert operational input, and oversees the Operation and Maintenance of wastewater treatment plants with varying degrees of complexity, including Moving Bed Biological Reactors (MBBRs), Membrane Biological Reactors (MBRs), Rotating Biological Contactors (RBCs), Waterloo Bio-Filters (WBSs) Sequencing Batch Reactors (SBRs), Ultra-Filtration Membrane Filtration (UFMF), and Reverse Osmosis (RO) treatment systems, Lagoons, Septic Systems, using Supervisory Control and Data Acquisition (SCADA) systems along with less sophisticated control systems, and Landfill Leachate and Sewage Pumping Stations, and manholes, etc;
- Ensures Regulatory Compliance of site-specific documents including: ECAs, C of As, EERs and any Orders, as well as existing Regulations, Acts and any other legislation;
- Promotes a safe working environment and ensures that staff follow and implements Clearford's Health & Safety requirements, works with Health & Safety to conduct site audits and follows through with implementation;
- Attends MECP site inspections and liaises with Ministry personnel and coordinates responses and deliverables with Compliance team;
- Visits, on a regular basis, the various sites within the District to monitor Operations and Maintenance, and assesses any items requiring attention and work with Account Manager, Engineering, Health & Safety and Client to implement and resolve;
- Provides Operations oriented input into the engineering, pre-design, design, planning, and implementation of any major maintenance repairs and capital upgrades and/or expansion;
- Works with Engineering, Compliance and Project Management teams during the one year maintenance period of any new construction to ensure that plant performance is as per the basis of design, and that deficiencies are rectified in a timely manner to ensure successful hand-over at the end of warranty;
- Provides input to Account Managers for the renewal of existing contracts, and ensures contract obligations can be delivered efficiently and effectively given specifics of the site, any changes in legislation and the terms of the contract;
- Provides strategic and technical expertise to develop, enhance and update the Maintenance Management System, including the presentation of required activities to the various clients;
- Interprets Process Flow Diagrams (PFDs), Process and Instrumentation Drawings (P&IDs), reviews and updates Standard Operating Procedures (SOPs);
- Reviews and optimizes use of consumables, such as chemicals, vehicle usage and travel times, creates an inventory of spare parts for the District;
- Develops competitive contracts for routine and emergency supply of: septic haulage, potable water supply, emergency power supply, Mechanical, Electrical, Instrumentation & Control and Integration/SCADA Programming to ensure 24/7 support of these items for multiple clients concurrently;

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- Promotes teamwork and effective communication between all business groups of the company, while providing mentorship and supporting professional development of Operators in the District;
- Conducts monthly staff meetings, and reviews and approves time sheets and expense reports on a weekly basis;
- Responsible for the preparation and evaluation of employee's performance, discipline, and recommends salary and staffing changes to Director, Operations;

REQUIRED KNOWLEDGE, EXPERIENCE, & COMPETENCIES:

- Minimum of five years' Operations experience in water and wastewater operations with a Post graduate education in the water/wastewater operations, environmental, chemical/biological, or engineering field;
- **Must have a minimum of Ontario MECP Licence Classes as follows:**
 - **Wastewater Treatment - Class 2, or have a Class 1 with the ability to obtain a Class 2 within 11 months of employment;**
 - **Water Treatment – LSW, or have an OIT with the ability to obtain an LSW within 3 months of employment;**
 - **Water Distribution and Supply – OIT, or the ability to obtain an OIT within 3 months of employment;**
 - **Wastewater Collection – OIT, or the ability to obtain an OIT within 3 months of employment.**
- Higher levels of Operator's licensing, qualifications and/or experience considered a strong asset;
- Experience preparing and managing budgets and administering contracts;
- Training and certification in Confined Space Entry (CSE), Working at Heights, First Aid, Lock-Out Tag-Out, WHMIS, Transportation of Dangerous Goods are considered strong assets;
- Working knowledge of applicable legislation and regulations (for example, Occupational Health & Safety Act, Drinking Water Standards, Drinking Water Protection Regulations, Safe Drinking Water Act, Spills Act, etc.);
- Strong computer skills including the complete Microsoft software packages including: Access, Project and Teams, as well as web-based data entry systems for payroll and expenses;
- A valid Ontario Class (full) G driver's license, clean driver's abstract, and access to a vehicle; a DZ driver's licence would be considered a strong asset.
- Skilled with customer relations, represents Clearford at all times in a professional and respectful manner and a demonstrated ability to interact with a diverse group of individuals;
- Proven ability to take initiative and provide support as required and possess strong problem-solving skills, decision making ability, sound and independent judgement;

What We Offer

- The hourly rate for the District Supervisor ranges from \$32.00 to \$36.00; with overtime after 44 hours (calculated bi-weekly) at 1.5X hourly rate, and 2.0X hourly rate for working Statutory Holidays;
- Weekly on-call rate;
- Group benefits including:
 - Health, Dental, Life Insurance and Vision coverage effective from date of hire.
 - RRSP contribution of 3% matched by employer after three months of employment;
- Corporate vehicle, cell phone, and laptop are provided;

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- We offer unique growth opportunities for personal and professional development within the Clearford's various divisions including: Engineering, Optimization, Compliance, Account Management (Sales), and Fabrication of UV Pure Disinfection Equipment for Water and Wastewater, as well as Construction & Site Services (CSS);
- Our CSS Division offers diverse services which allows for unparalleled cross training in:
 - Water Distribution - Including drinking watermain commissioning: swabbing, cleaning, flushing, disinfection, sampling, and returning the watermains and services back to a potable state;
 - Wastewater Collection - Including temporary sewer bypass pumping for sanitary sewer replacement and rehabilitation, and CCTV inspections and sewer flushing, reaming and the related cleaning appurtenances.

Hours of Work and Travel Expectations

- The District Supervisor will be required to work outside of regular business hours to facilitate the Operation and Maintenance of the District;
- Frequent travel throughout the District and periodic travel to other areas in Ontario.