

JOB TITLE: HUB SUPERVISOR

Department: Operations
Status: Full Time
Location: South West Hub
Immediate Supervisor: Western Regional Manager

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

As a member of the operations team, the **Hub Supervisor** will oversee all day-to-day activities for the water and wastewater Operators in the **South West Hub**. The **South West Hub** covers the area from Windsor to Port Stanley and north to Goderich. The Hub Supervisor will provide support to the Western Regional Manager on all related initiatives and will support the various Account Managers on sales and growth opportunities.

The Hub Supervisor plans, leads, and coordinates the delivery of Operations and Maintenance (O&M) services for various decentralized Water Treatment, Distribution and Supply systems as well as Wastewater Treatment and Collection systems. The Hub Supervisor will support cohesion within the team, while ensuring operational effectiveness, seeking out efficiencies, optimizing the

lifecycle of the assets, using best practices for maintenance activities, and promoting a safe workplace. The Hub Supervisor will prioritize customer satisfaction by maintaining good working relationships with our clients, including regular communication and face-to-face meetings, to discuss any operational or compliance challenges in effort to resolve any issues in a timely and cost-effective manner.

Major Responsibilities

(This is not an exhaustive list of duties to be performed)

- Provide leadership, expert operational input, and oversee the supervision and administration of safe water and wastewater treatment, distribution and collection;
- Ensure operating compliance with existing regulations, legislation and client management systems;
- Attend MECP site inspections and liaise with Ministry personnel;
- Ensure deficiencies identified during MECP inspections are corrected;
- Visit all Hub sites, as required, to monitor operations and assess needs;
- Provide expert operational input to the engineering, pre-design, design, planning, and implementation for plant capital repairs and expansion;
- Assist management with the preparation and renewal of existing contracts with the client; and ensure contract obligations will be delivered efficiently and effectively;
- Provide strategic and technical expertise, advice, and recommendations to management for preventative maintenance strategies and technical solutions to support client operations and Clearford business development objectives;
- Review and optimize the use of consumables, such as chemicals and spare parts;
- Conduct risk management audits on behalf of the company as it relates to each project;
- Monitor key operating information and team performance including:
 - performing client feedback discussions on a regular basis
 - ensuring all service areas have the resources and equipment to complete the required projects and tasks
 - quality management and service levels
- Conduct post-project feedback and share with project team;
- Promote a safe working environment, perform monthly H&S facility inspections, enforce the company's H&S policies;
- Supervise the water and wastewater Hub operations and interact with the Compliance Coordinators;

- Supervise and safeguard the assets of the company and ensure that all work carried out follows safety, environmental and regulatory requirements;
- Participate in the development of long-range goals and objectives for the Hub in conjunction with the Western Regional Manager;
- Promote teamwork and effective communication between all service groups within the company;
- Mentor and support professional development of Operators and OIT's;
- Conduct weekly staff meetings;
- Review and approve time sheets and expense reports on a weekly basis;
- Responsible for review and evaluation of employee performance, follow company discipline policy and recommend salary and staffing changes to Western Regional Manager;
- Ensure all staff comply with corporate policies and health and safety initiatives.

Required Knowledge, Experience, & Competencies

- Minimum of five years' Operations experience in water and wastewater operations;
- Licensing in water and wastewater treatment, distribution and collection;
- Familiar with all regulations included in the following legislation:
 - Safe Drinking Water Act
 - Ontario Water Resources Act
 - Environmental Protection Act
 - Nutrient Management Act
 - Occupational Health and Safety Act
- Knowledge of various water and wastewater plant technologies; instrumentation and control and SCADA;
- Experience preparing and managing budgets;
- Skilled with customer relations, represent Clearford at all times in a professional and respectful manner;
- Demonstrated ability to interact with a diverse group of individuals;
- Proven ability to take initiative and provide support as required;
- Strong problem-solving skills, decision making ability, sound and independent judgement;
- Possess organizational and communication skills, both verbal and written;

- Strong computer skills in a Windows environment, including Excel, Outlook and Word;
- Possess a valid driver's license (Class G minimum), a clean driver's abstract, and maintains a clean driving record.

Hours Of Work And Travel Expectations

- Regular business hours; however, may be expected to work outside of regular business hours to achieve project deliverables;
- The Hub Supervisor may be required to work on-call shifts;
- Frequent travel throughout the Hub area and periodic travel to other areas in Ontario.

What We Offer

- The hourly rate for the Hub Supervisor starts at \$35.00 with overtime after 44 hours (calculated weekly) at 1.5X hourly rate, and 2.0X hourly rate for working Statutory Holidays;
- Weekly on-call rate;
- Group benefits from date of hire, including:
 - Health, Dental, Life Insurance and Vision coverage from date of hire.
 - RRSP contribution of 3% matched by employer after three months of employment;
- 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.

How To Apply

Qualified candidates are invited to submit their resumes to careers@clearford.com. Please include **Hub Supervisor – South West Hub** in the subject line when submitting your application.

Clearford and UV Pure are committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise Human Resources if you require accommodation throughout this process.