



Township of Southwold
POSITION DESCRIPTION

1. Position Title:

Manager of Environmental Services

2. Reporting Relationship:

Reports to the Director of Infrastructure and Development Services

3. Positions Supervised:

Drainage Superintendent, Water and Wastewater Compliance Superintendent, Water Operator(s) (future positions), Water Summer Student(s)

4. Scope of Position:

As directed by the Director of Infrastructure and Development Services the Manager of Development Services will:

- 1) Manage the Operation of the Municipal Water, Stormwater, & Wastewater System
- 2) Manage all Capital Projects within the Municipal Water, Stormwater, & Wastewater System
- 3) Manage development of water and wastewater conveyance systems servicing new residential, new commercial, new industrial, and new institutional buildings.

The Manager of Environmental Services shall provide technical and administrative support to the Director of Infrastructure and Development for the municipal water, wastewater, stormwater systems.

5. Responsibilities:

5.1 Management of The Municipal Water, Stormwater, & Wastewater System

- 5.1.0 Directs and supervises the day-to-day operations of the Municipal Wastewater Treatment Facilities, sanitary conveyance system, Water Distribution Systems including assigning and monitoring daily work assignments and emergencies as needed.
- 5.1.1 Leads the creation of bylaws and notices, policies, affecting municipal water, wastewater and stormwater services.
- 5.1.2 Develops and implements programs including, but not limited to the overall management of the municipal water distribution system (including those related to leak detection, inflow & infiltration, backflow prevention, valve maintenance turning, CCTV, manhole inspection and work tracking), stormwater management system (including overseeing municipal drains, road drains, urban stormwater management ponds, residential drainage concerns) & wastewater collection and treatment (including overseeing two municipal wastewater treatment plants, investigating and reducing I &I, conveyance system maintenance)
- 5.1.3 Oversees water/wastewater operations administered by OCWA and provides ongoing management review to explore operating the department in house.
- 5.1.4 Serves as Management representative for DWQMS preparation and annual review.
- 5.1.5 Directs all maintenance and operational activities on all municipally owned water, wastewater, and stormwater systems (including municipal drains) under the Township's jurisdiction including:
 - a) Serves as the primary resource person for all issues concerning water projects, water issues, applicable legislation and policies affecting municipal water system. May represent the Township at the Primary and

Secondary Water Board Meetings as well as any other water related meetings;

- b) Ensures all operations and maintenance of the water system are completed by municipal staff including meter installation, reading and repairs, handles public inquiries, etc;
- c) Maintains knowledge of current legislation affecting water systems. Evaluates effectiveness, as well as the cost efficiency of services and will make recommendations for new or modified services provided by the water department

5.2 Development Services

- 5.2.1 Provides engineering and development advice and expertise on the water, wastewater and stormwater systems to senior management, the general public, and the development industry regarding all development & planning-related issues, impacting municipal water, wastewater and stormwater systems;
- 5.2.2 Represents the Municipality as the point person for water, wastewater and stormwater systems in all development activities including providing advice, analysis, leadership, and vision on policy and long-range planning with regards to the planning act, Provincial policy, and other legislated requirements;
- 5.2.3 Oversees all aspects related to water, wastewater and stormwater system of residential, commercial, and industrial development in compliance with approved Engineering Development Standards, related regulation and legislation, and best management practices;
- 5.2.4 Takes part in pre-consultation meetings for proposed development and infrastructure programs to provide input and expertise regarding the existing and/or required installation of water and wastewater services. Provides support on all planning applications by providing advice and direction with respect to water, wastewater and stormwater systems.

5.3 Capital Project Management

- 5.3.1 Takes the lead role, where appropriate, for the completion of a wide range of water, wastewater, and stormwater capital projects and activities specifically focused on residential, commercial, and industrial development in the Township;
- 5.3.2 Consults with Director of Infrastructure and Development Services to assist in the preparation and circulation of tenders for contractors' services and provides advice to the Director on recommendations regarding awarding tenders.
- 5.3.3 Prepares budgets to Council for utilities services and capital forecast, examines and approves invoices to be submitted to the Treasury Department for payment.
- 5.3.4 Provides key information on the water systems and data for Asset Management Plan in consultation with Director of Infrastructure and Development Services and Treasurer.

5.4 Support, Training, Mentorship

- 5.3.1 Works with department employees and direct reports on projects and activities to improve operations and procedures they are involved with;
- 5.3.2 Provides support, advice, guidance, and mentorship to employees;
- 5.3.3 Provides training and instruction on new or improved systems and processes.
- 5.3.4 Assists the Director of Infrastructure and Development Services as required;
- 5.3.5 Assumes full responsibility for projects, tasks, activities as assigned by the Director of Infrastructure and Development Services;

5.3.6 Provides relief and excess capacity for the Director of Infrastructure and Development Services to ensure required, high priority work is being completed, while balancing the time constraints for the Director of Infrastructure and Development Services.

5.5 Other

5.5.1 Performs other duties as assigned by the Director of Infrastructure and Development Services;

5.5.2 May be required to attend Council or Committee meetings in relation to projects or assignments.

6. Authority of Position

Authority is determined based on the work/projects being undertaken and direction from the Director of Infrastructure and Development Services and/or the CAO/Clerk.

7. Working Relationships:

Contacts within the work unit are primarily with the Director of Infrastructure and Development and direct reports. Project work and implementation could involve any staff member, Council, Committees, other organizations and the public.

7.1 With Other Staff Members

Works with other staff on projects and work assignments. Provides training, assistance, support and mentorship, in addition to usual cooperation and courtesy.

7.2 With Public

Interaction with the public is required as part of the development and implementation of a project, program or policy and to ensure smooth operation of the water and wastewater municipal systems.

Interaction inside the work unit, outside the work unit and with the general public may require diplomacy, the ability to calm upset individuals and professionalism.

Interaction inside the work unit, outside the work unit and with the general public includes verbal and written response. Information and responses to enquiries are provided in a courteous manner.

7.3 Others

Maintains good working relationships and contact with related organizations such as County of Elgin, neighbouring municipalities, consultants, support organizations, builders, developers, engineering firms, lawyers, etc.

8. Knowledge and Skill

- 8.1 Post-Secondary Degree, Diploma with professional designation such as Engineering (CET, P.Eng) or equivalent experience, plus additional workplace training leading to a certification (ie. Professional Engineers Association of Ontario, Ontario Association of Certified Engineering Technicians and Technologist).
- 8.2 Possession of a MECP Water Distribution & Supply License Class II and MECP Water Treatment License Class III in compliance with O. Reg. 128/04 considered to be an asset.
- 8.4 Minimum five (5) years of municipal experience, with knowledge and experience in a wide range of functional areas including Water and Wastewater Systems, Planning, Engineering, Development, and Public Works.
- 8.5 Advanced skills in Microsoft Office, GIS, AutoCAD with experience in Laserfiche Records Management software considered an asset.
- 8.6 Excellent interpersonal, customer service and written/verbal communications skills are required. Ability to complete projects, research

issues, write by-laws, reports, policies, procedures, agreements and guidelines and train, supervise and mentor employees.

9. Working Conditions:

- 9.1 Usual public office setting. Must be accessible to staff, supervisor, development community and senior management team. Work is primarily self-directed or assigned as broad objectives and goals, in accordance with direction from the Director of Infrastructure and Development and Corporate directives and policies.
- 9.2 While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret information and documents; analyze and solve problems; perform highly detailed work on multiple, concurrent tasks; work under tight deadlines and with frequent interruptions. Good mental and physical condition required to meet demands associated with position including stress from multiple demands, dealing with public, multiple roles performed in position, new and unexpected problems and critical time deadlines for work performance.
- 9.3 This is a full-time position. Usual hours of work are 35 hours per week, subject to some variability based on projects and direction from the Director of Infrastructure and Development.
- 9.4 Risk of personal injury while performing duties is minimal. Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and data entry using a computer keyboard. Additionally, the position requires near, far, and color vision in reading correspondence, reports, and using the computer, and hearing is required when providing phone and face-to-face customer service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

10. Impact of Error

- 10.1 Judgment errors would lead to lost productivity, customer dissatisfaction, embarrassment and cost to the Township, staff and Council.

