

*The Town of East Gwillimbury is conveniently located along Highway 404 in northern York Region and has been identified as a premier center for growth within the GTA. We are proud of our award-winning focus on modernization, innovation, and creativity. Those joining Team EG will use that lens to help shape our growing community. As an Employee Recommended Workplace, employees enjoy a number of benefits including; competitive wages, employee assistance program, active social and wellness committees, access to outdoor seating areas and numerous trails which allow you to enjoy the beauty of EG while at work. Come join our team and see the EG difference!*

Reporting to the Director Operations, the Manager of Water and Wastewater has a diversified portfolio responsible for the leadership, management and administration of the Water and Wastewater business unit within the Operations Division of CIES. Key accountabilities include designation as the Quality Management System (QMS) representative as defined in the Drinking Water Quality Management Standard (DWQMS) and oversight of the Town's wastewater system including sewage pumping stations. Provide oversight and management for the Drinking Water Authority and Town's wastewater collection systems/facilities ensuring all operation, monitoring and maintenance complies with the Safe Drinking Water Act and its Regulations and the Environmental Protection Act. Oversees divisional procurement, legislative compliance and asset management related to the business unit. Has overall responsibility for the management and oversight of Town's DWQMS and the accreditation of the Town's Municipal Drinking Water Licenses and Drinking Water Works Permits. Manage and provide leadership; recruit staff; development policies and standards and level-of-service recommendations; preparation of business unit budgets, staffing and capital forecasts, business and work plans; participate in the department management team and contributing to departmental work planning and strategic initiatives; Council/Committee report preparation and meeting attendance as required; trouble-shooting on inquiries and complaints. Additionally, the position leads the development of the Towns' water system models and coordinates and offers support and assistance with respect to Development and Capital programs related to water and wastewater infrastructure. The Manger of Water and Wastewater is expected to independently liaises with the Region of York and neighbouring municipalities on water and wastewater financial, maintenance and operational issues which may impact the business unit.

The Successful candidate will have Three (3) year College diploma in Civil Engineering Technology or Environmental Technology, Certified Engineering Technologist designation from the Ontario Association of Technicians and Technologists (CET) and Certified Water Quality Analyst. Eight (8) years of related municipal government experience in the operations of drinking water systems and wastewater collections system, in a management capacity preferably in an urban growth environment and including a minimum of four (4) years of supervisory experience. Excellent interpersonal, project/time management, communications/public relations, work prioritization, report-writing, analytical, problem-solving, and staff leadership/supervisory skills. Ability to think and act strategically in a political and community service environment, to foster corporate thinking and a healthy workplace environment, to build strong and enthusiastic staff teams and external alliances/partnerships, to align departmental programs/services with corporate strategic direction, and to champion the Vision, purpose and values of the Town. Thorough working knowledge of legislative requirements of drinking water systems and wastewater collections systems, benchmarking initiatives and best practices; the Occupational Health & Safety Act, the Highway Traffic Act, Occupational Health and Safety Act; inventory control systems; tender practices in a public sector environment; contemporary management practices; and local government functions/ responsibilities and services in general. Computer literacy in MSOffice utilizing word processing, spreadsheet, presentation and database software, MS Project, Outlook and the Internet; asset maintenance management, Graphical Information Systems, and work-order systems. Availability to attend evening/weekend meetings or events and to investigate/trouble-shoot on operational issues or community concerns, as may be required. Attend Council Meetings in support of departmental initiatives and reports, providing presentations and direct communication to Council and the public. Familiarity with the Municipal Emergency Operations Centre and Incident Management Systems Act in the capacity of Director of Operations in the Emergency Operations Centre during emergency events if required. Provide operation responses and to attend after-hours meetings or special events as may such events or incidents arise. Valid Class "G" Drivers License and a reliable vehicle to use on corporate business.

**Salary Range: Band 9: \$108,417 – \$127,527**



## Manager of Water and Wastewater Permanent Full-time

If you're looking for a career that will enable you to contribute to a growing and inclusive community, please submit your resume and related information online at:

[ADP Workforce Now - Career Centre](#)

**Deadline for applications is April 16, 2021.**

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury 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 Town's 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. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.