

As Canada's fastest growing municipality (based on 2021 Census data), the Town of East Gwillimbury is located along Highway 404 in northern York Region and is 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, 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!

As a part of the Community, Infrastructure and Environmental Services (CIES) Team, and reporting to the Manager of Water/Wastewater, the Supervisor of Operations Support is a diversified position that provides technical operational and contract management support to ensure legislative compliance, modernization, enhanced customer service and best municipal practices within all areas of the Operations Division including Water, Wastewater, Roads, Solid Waste and Stormwater.

The Supervisor, Operations Support plays a leading role in overseeing the continuous improvement and administration of Town's Drinking Water Quality Management Standard (DWQMS) and acts as the QMS representative. The Supervisor also acts as an alternate Overall Responsible Operator (ORO) after hours, or as needed. This role also supports locates, meter replacement and data collection, and customer service requests. The Supervisor has direct supervisory responsibilities for technical and operations support staff including hiring, performance management, coaching/mentoring and day to day work assignment and oversight.

The preferred candidate will have a three (3) year College diploma or University education in Civil Engineering or related discipline, Class 1 Water Distribution Operator certificate, Class 2 Wastewater Collection Operator license, and valid class G driver's license. Minimum seven (7) years municipal experience and leadership/supervisory experience, including ORO responsibilities. Thorough knowledge of relevant legislation, regulations, or requirements such as the Safe Drinking Water Act, Health Protection and Promotion Act, and Municipal Act. Knowledge and demonstrated technical experience supporting programs and projects related to water, wastewater, stormwater, roads operations, and locates. Demonstrated ability to lead staff in achieving objectives, coaching/mentoring, proven project & contractor management, budgeting, procurement, decision making, and ability act strategically in a political and community service environment. Intermediate computer literacy using MS Office, Sharepoint, and work management system(s). Strong interpersonal skills with the ability to communicate orally and in writing.

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 29, 2022

Please be advised that effective November 1, 2021, all staff (including full-time, part-time, seasonal, and contract) will be required to receive two doses of a Health Canada-approved COVID-19 vaccine.

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.