



EMPLOYMENT OPPORTUNITY

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Water Utilities Supervisor (Full-Time, Permanent)

Lamont County is a great place to work!

Lamont County is located less than 45 minutes east of Edmonton and is part of *Alberta's Industrial Heartland*. With a population of approximately 4,000 and a service area of over 9,500 residents, we contribute to over 40 major industrial companies and investments of over \$45B. The county is adjacent to Strathcona County and the City of Fort Saskatchewan, as well as many important municipalities in the region. We are the Cradle of Ukrainian Settlement in Canada, including the honour of having the first Ukrainian settlers in Canada, and over 40 historical churches—the county is designated the Church Capital of North America.

Lamont County is seeking an experienced and highly motivated individual to join our team. Reporting to the Director of Public Works, the *Water Utilities Supervisor* is responsible for the day-to-day operation and maintenance of the municipal water utilities for Lamont County. This position is responsible for ensuring the municipal water systems operate in accordance with environmental legislation and approvals.

While providing supervision and direction to the Utility Operators team, this role oversees field operations, plans projects and administers contracts, assists in procurement, and performs a variety of administrative responsibilities. This role also performs the full responsibilities of the Utility Operator role as required.

Supervision and Direction:

- Supervises and directs the activities of staff including work assignment, performance evaluation, and employee development; participates in employee selection, disciplinary action, and complaint resolution.
- Provides input for and assists in the preparation of performance evaluations of assigned subordinate personnel.
- Trains assigned personnel in work methods, use of tools and equipment and safety practices.
- Schedules, coordinates, and provides field supervision of staff involved in maintenance and construction activities of water distribution, water meter reading, water service and meter replacements and installations and utilities customer services.

Field Operations Oversight:

- Oversees the operation and maintenance of municipal water transmission and distribution in accordance with environmental approvals and regulations.
- Inspects reservoir facilities, pump houses and their associated control and alarm systems, and records readings. Maintains and updates applicable records for all operations.
- Manages water quality including collecting water samples for analysis.
- In cooperation with the Public Works Director, is regularly updated on the status of the various systems and recommend repair and/or replacement strategies for the various systems.

Projects Planning and Contract Administration:

- Assists in the preparation of plans, specifications, administration of contracts for the construction and maintenance of water distribution.
- Prepares work plans for the maintenance of the water distribution.

Procurement:

- Assist in developing product specifications and in maintaining effective working and liaison relationship with purchasing operations.

Administrative Responsibilities:

- Ensure applicable records and documents for all utility operations are maintained and updated. Prepare reports, collect documentation, and research activities as needed.
- Assists in the development of departmental standard operating procedures and emergency response policy and procedures for utility maintenance operations.
- Maintains records and prepares reports.
- Orders construction and maintenance materials and supplies.

Utilities Operator Functions:

In addition to the supervisor responsibilities of the role, this position performs Utility Operator functions including:

- As necessary, performs crew work including the operation of all types of motorized equipment; may operate equipment during training or emergency situations.
- Installs, removes, repairs, reads and records or calibrates commercial and residential water meters if needed.
- Operates, maintains, and repairs equipment used for utility functions as required.
- Maintains and repair pumping equipment together with the associated starters, electrical fuses and controls related to such equipment.
- Work shifts of standby for after regular hour call outs or emergencies as required.

Performs a variety of projects and assignments as required

QUALIFICATIONS AND REQUIREMENTS:**Education:**

- Minimum five years experience as a Certified Water and Wastewater Operator.

Certification:

- Minimum certification in:
 - Level 1 Water Treatment;
 - Level 1 Wastewater Collection;
 - Level 1 Water Distribution; and
 - Level 1 Wastewater Collection.
- A valid Class 5 Alberta driver's license.

Competencies:

- Effective oral and written communication skills.
- Self-motivated team player who enjoys working with the public.
- Ability to maintain a high degree of professionalism and integrity.
- Proficiency with Microsoft Office applications.
- Physical job requirements include occasional heavy lifting of 60 pounds, frequent squatting, bending, twisting, and climbing.

Any equivalent combination of education and/or experience will be considered that provides the required knowledge, skills, and abilities to perform the essential functions of the position.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works around moving mechanical parts, and in high, precarious places and is

occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic, or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.

Lamont County is committed to protecting the health and safety of its employees, residents and visitors to Lamont County worksites as governed by the County's Health & Safety Program.

CONDITIONS OF EMPLOYMENT:

- A satisfactory and valid Driver's Abstract.
- A satisfactory Criminal Record Check.
- A negative result Alcohol and Drug screen.

Lamont County offers a competitive salary and a comprehensive benefits package. The Utilities Supervisor is a full-time position with work hours of Monday to Friday, 7:30 a.m. to 4:00 p.m. (40 hours a week).

The competition will remain open until a successful candidate is found.

What we offer?

- We are a growing municipality that is focused on energy, agriculture, and tourism.
- Staff engagement and satisfaction are crucial to our success. Our leadership team values your voice and input and welcomes feedback.
- We support local charities and the Lamont County foodbank.
- We are connected to each other and access to other employees is easy for advice, support or answers (both in person and virtually).
- Parking is free at our administration and public works/agriculture services buildings, located within the town of Lamont.
- We have a defined benefit pension plan, a competitive health and dental benefits plan, education and membership opportunities, three weeks vacation to start (inclusive of statutory holidays), and a friendly team environment that allows work from home when practical.
- We are a smoke-free work environment (smoking & vaping is permitted in designated outdoor areas only).

Lamont County: *Make it Safe! Make it Personal! Make it Home!*

Lamont County thanks all applicants for their interest. However, only those who have been selected for an interview will be contacted. All resumes are retained on file for a period of six months.

Please forward your application in one of the following ways:

Email: hr@lamontcounty.ca | Website: www.lamontcounty.ca/careers