



# Career Opportunities

## Utilities Supervisor

Utilities | \$ 110,420-129,960 per year | Full-time Permanent | Exempt

Attractive benefits, vacation and pension package. Opportunities for career development and professional advancement, including financial support for professional development. A diverse, inclusive and supportive workplace. Wellness incentives, TOIL, and Federal and BC statutory holidays.

Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership, and the delivery of effective and community-focused services.

Our Utilities Division provides safe and reliable water and sewer services including upland watershed management, water treatment plant operations, potable and non-potable distribution systems to waste water collections, advanced wastewater treatment and reclaimed effluent distribution system. The division has three branches, Water Treatment, Sewer Treatment, and Utilities distribution/collection. We are currently seeking a dynamic and highly motivated individual for the position of **Utilities Supervisor** to lead the Utilities distribution/collection branch.

Reporting to the Utilities Manager, the **Utilities Supervisor** is responsible for domestic, reclaimed and agricultural water distribution in addition to storm and sewer water collection systems. The position plans, organizes, and leads utility operations, including procurement, maintenance, asset preservation, safe work practices and crew development through regulations, sustainable best practices, corporate policies and procedures.

### Key Duties & Responsibilities:

- Provide sound technical guidance to employees as chief operator of water distribution and wastewater collection systems.
- Provide technical guidance of City owned and operated dams within compliance with BC Dam Safety Regulations.
- Provide sound oversight of water metering and collections for revenue generation and system monitoring.
- Administration of the following maintenance programs;
  - Sewer and Storm flushing program
  - Leak Detection program
  - PRV and Air Release program
  - Fire Hydrant program
  - Uni-directional Flushing program
  - Valve Operation and Exercise program
- Liaison between developers and internal staff.
- Daily oversight of direct reports in a productive, efficient and safe manner.
- Process review and optimization.

### Required Knowledge, Abilities & Skills:

- Proficient verbal communication and writing skills sufficient to draft documents, including technical reports, procurement documents, equipment specifications, procedures and policies.
- Excellent organizational skills including the ability to maintain and organize accurate records, prioritize, delegate and track workload to direct reports.
- Computer literacy and demonstrated proficiency with a multitude of computer programs including all aspects of Microsoft Suite, GIS, SCADA, financial software, and databases.
- Knowledge of related Health and Safety Regulations and Worksafe BC regulations.
- Demonstrated leadership and communication skills including conflict resolution, motivation, delegation.
- Demonstrated technical and practical knowledge of methods, best practices and procedures used in municipal water, sewer and storm system installation, maintenance and repair.
- Demonstrated knowledge in development and administration of capital and operating budgets, project management and procurement processes.
- Practical analytical thought process and proven mechanical aptitude.
- Demonstrated knowledge of contract management gained from working in a leadership role.

### Required Qualifications:

- Completion of Senior Secondary School or equivalent.
- Minimum Water Distribution Level 3 certification through Environmental Operators Certification Program (EOCP).
- Minimum Waste Water Collection Level 2 certification through Environmental Operators Certification Program (preferred).
- Certifications or training in dam inspection and maintenance operations.
- 5 years of related management experience in a unionized environment, dealing with administration, supervision, budget development, procurement of goods and services, underground utilities maintenance and contract administration.
- Civil or Water Engineering Technology Diploma or equivalent combination of education and experience may be considered.
- Valid Class 3 Driver Licence with Air Brake Endorsement.

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBT2QIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply.

So, if your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by **August 4, 2024**.

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