

# The District Municipality of Muskoka is currently recruiting for a **Area Manager, Water & Wastewater Operations**



## The District

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [Watch our video](#) to learn more.

## The Opportunity

As the Area Manager, you will be responsible for managing the operation, maintenance and repair of Muskoka's public water treatment, storage & distribution systems and wastewater collection, treatment & disposal systems in a designated area.

### What you will do:

- Manage employees in a manner consistent with District values, policies and procedures, including selection, work scheduling, training and performance evaluation.
- Ensure that employees work safely and in compliance with the relevant statutes and regulations and with the safe work procedures and directives as established by the District.
- Acts as "Overall Responsible Operator" for Muskoka as defined in provincial statutes.
- Prepares, monitors and controls work plans for water and sewage works, including standard operating procedures.

### What you will need:

- Graduate of a three year community college program in a related field, or equivalent.
- More than five years directly related post-graduate experience including two years of progressive related management experience.
- Must meet all certification, licensing and other requirements prescribed in the prevailing regulations. Demonstrated familiarity with provincial and federal environmental statutes and municipal engineering standards and practices.
- Valid Ontario driver's license.

**For a full outline of the responsibilities and requirements, please see the next page.**

## What we are offering

There is a **Permanent Full-time and Temporary Full-time** opportunity available at the District. The annualized compensation range for this role is **\$99,797 to \$117,498 (2023 Rates)**. The District is also proud to offer the following to our permanent employees:



## The Next Step



If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), please review the "How to Apply" instructions on our website and then submit your application: [www.muskoka.on.ca/careers](http://www.muskoka.on.ca/careers)

**This is an open recruitment until all vacancies are filled.**

Visit our [careers page](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.



**JOB DESCRIPTION**

**Area Manager – Water & Wastewater Operations**

<b>Department:</b>	Engineering & Public Works	<b>Reports to:</b>	Director Water & Wastewater Operations
<b>Effective Date:</b>	January 2013	<b>Supersedes:</b>	October 2006
<b>Classification:</b>	Management Class 4	<b>Job Evaluation Date:</b>	November 2006

**SUMMARY:**

Responsible for managing the operation, maintenance and repair of Muskoka’s public water treatment, storage & distribution systems and wastewater collection, treatment & disposal systems in a designated area.

**MAJOR RESPONSIBILITIES (not limited to):**

- Manage employees in a manner consistent with District values, policies and procedures, including selection, work scheduling, training and performance evaluation.
- Ensure that employees work safely and in compliance with the relevant statutes and regulations and with the safe work procedures and directives as established by the District.
- Acts as “Overall Responsible Operator” for Muskoka as defined in provincial statutes
- Prepares, monitors and controls work plans for water and sewage works, including standard operating procedures
- Responsible for expenditures on the operation, maintenance and repair of water and sewage works
- Prepares requests for quotations/proposals in accordance with corporate procurement policies
- Ensures that all operations comply with certificates of approval and applicable regulations
- Ensures that scheduled maintenance requirements are carried out and recorded
- Produces annual reports for assigned facilities/locations
- Participates in the development of operating budgets and advises senior management on the content of the capital budget and ten year capital forecast
- Reviews and comments on engineering designs for new and/or upgraded facilities
- Maintains effective communications with customers, elected officials and staff at all levels of government
- Arranges, participates in and reports to senior management on training programs
- Accountable for the safety and security of employees and workplaces and to ensure that employees work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District
- Administers by-law enforcement programs
- Undertakes standby duties on a rotational basis as required
- Related duties as assigned

**EDUCATION, EXPERIENCE & QUALIFICATIONS:**

- Graduate of a three year community college program in a related field, or equivalent.
- More than five years directly related post-graduate experience including two years of progressive related management experience. Must meet all certification, licensing and other requirements prescribed in the prevailing regulations. Demonstrated familiarity with provincial and federal environmental statutes and municipal engineering standards and practices.
- Proven ability to accomplish performance objectives, demonstrated technological proficiency and well developed leadership, organization, written and oral communication skills. Working knowledge of computer assisted engineering methods and management information systems.
- Valid Ontario driver’s license.

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