

The District Municipality of Muskoka is currently recruiting for a

Chief Operator, Water & Wastewater Operations



Posting Date: Wednesday, September 23, 2026

Closing Date: Wednesday, October 7, 2026 @ 12:00 NOON

Starting Rate: \$43.41 hourly

Salary Range: \$43.41 - \$46.98 hourly

Hours of Work: 40 hours per week, plus on-call duties as required

Classification: CUPE Outside Class 9

Status/Location: Permanent full-time located in Port Carling/Mactier treatment,

Temporary full-time (up to 6 months) located in Bala/Port Severn treatment

This job posting is also being posted externally.

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. [It's what we do!](#)

The Opportunity:

The Chief Operator supervises and participates in the operation, maintenance and repair of the assigned water and wastewater subsystems throughout the District of Muskoka. The Chief Operator also acts as the Overall Responsible Operator (ORO) as defined in Provincial Statutes for the subsystems in which they perform the daily operations.

What you will do:

- Responsible for the overall condition of the assigned subsystems, and operating the designated subsystems in compliance with certificates of approval and applicable regulations
- Act as "Operator In Charge" and ORO as defined in provincial statutes
- Supervise and distribute work to assigned personnel and advise management on time allocation for assigned personnel, including standby, vacations, etc.
- Schedule and record all maintenance activities
- Ensure that all sampling, monitoring, recording and document preparation is carried out in the manner prescribed in the applicable regulations, the District's Management Systems Operational Plans and as directed
- Ensure that adequate levels of operating supplies are on hand at all times
- Monitor and control expenditures and assist in the preparation of the annual and operating budget
- Prepare RFQs and Tender documents, assist in the evaluation of proposals, obtain quotations and make purchases as per procurement policy
- Ensure contractor compliance with the terms and conditions of contracts and service agreements
- Assist in the development and review of Standard Operating Procedures
- Respond to, and resolve, customer enquiries, complaints and service requirements
- Diagnose problems and take necessary corrective action
- Review and comment on engineering designs for new and/or upgraded facilities
- Keep records of training taken by assigned personnel, advise management on training requirements and participate in the delivery of training where required
- Enforce by-laws as required
- Maintain open lines of communication with other Chief Operators within Muskoka to ensure cooperation in service delivery and effective knowledge transfer
- Accountable for the safety and security of employees and facilities and 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.
- Undertake standby duties on a rotational basis as required
- Perform related duties as assigned

What you will need:

- Graduate of a two (2) year Community College program in a related field, or equivalent
- Must be certified or licensed, as applicable, at the level (or higher) of the facilities and systems assigned
- Minimum of five (5) years' operating experience, as defined in the Licensing Guidelines of the Ministry regulations, with proven supervisory/ lead hand experience.
- Above average knowledge of applicable legislation and regulations (e.g., Occupational Health & Safety Act, Drinking Water Standards, Drinking Water Protection Regulations, Safe Drinking Water Act, Spills Act, etc.);
- A thorough knowledge of engineering, electrical and mechanical systems

- High level proficiency with various computer systems (e.g. MSOffice Suite, familiarity with SCADA systems is an asset).
- Excellent interpersonal and communication skills, resulting in the ability to communicate effectively and courteously with District staff and members of the public and resolve conflict situations
- Hold a valid Ontario Driver's license

What we are offering:

The District is proud to offer the following benefits with this job:

- Health benefits (permanent full-time & temporary full-time employees on contract for 12 months or longer)
- Paid vacation (permanent full-time employees only)
- Paid leaves (permanent full-time employees only)
- OMERS pension
- Work-life flexibility
- Perks and discounts
- Wellness programs
- Fostering and fun environment
- Professional development and education opportunities
- Pay range progression based on length of time in the job

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), submit your application using the apply now link below.

[APPLY NOW](#) or visit our [careers page](#) for other opportunities.

This posting originated with vacancies in Port Carling/Mactier & Bala/Port Severn treatment and Management reserves the right to assign employees to any location within the District of Muskoka without reposting.

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](#).