

Are you an experienced front line supervisor in Water & Wastewater Operations?



The District Municipality of Muskoka is currently recruiting for a Chief Operator

The District of Muskoka is responsible for operating and maintaining all municipal water and wastewater systems within its six Area Municipalities – this includes nine drinking water systems and nine sewage systems plus lagoons. The primary roles of our Water & Wastewater Teams are to supply safe drinking water and to protect the environment and, by association, protect source water for drinking water and the integrity of the surface water within Muskoka.

To join our team, you will have a keen interest in maintaining safe drinking water systems for our communities.



Our systems are broken into three (3) regions – North (Huntsville, Port Sydney & Baysville), Central (Bracebridge & Gravenhurst) and West (Port Severn, Bala, Port Carling & MacTier).

At the present time, we have the following **Chief Operator** vacancy:

- **Permanent – North (Treatment) – 1 vacancy**

As a Chief Operator, you will supervise and participate in the operation, maintenance and repair of the assigned water and wastewater facilities/locations. The Chief Operator's main responsibilities include:

- Responsible for the overall condition of the assigned facilities/locations
- Operate designated facilities in compliance with certificates of approval and applicable regulations
- Act as "Operator In Charge" as defined in provincial statutes
- Supervise and distribute work to assigned personnel
- 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 and 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
- Other related duties, as assigned

Our Chief Operators work Monday to Friday (40 hour work week), with mandatory participation in a rotating on-call schedule (which does include evening, weekend & Stat holiday schedule). These jobs are governed by the CUPE Outside Collective Agreement.

What you will bring to us

On the practical side, you will be a graduate of a two (2) year Community College program in a related field coupled with five (5) years of experience in water & wastewater operations with proven supervisory/ lead hand experience. Licensing requirements vary by Region/ Facility to which you are assigned. For the Chief Operators in North Treatment, we require a minimum of the following licenses:

Region	Water Treatment	Water Distribution	Wastewater Treatment	Wastewater Collection
North (Treatment)	3	3	3	2

As a Chief Operator we expect you to lead and set an example for the other operators, therefore, excellent computer, interpersonal and communication skills that enable you to effectively interact with the public and your colleagues is essential for success in this role. As these jobs require driving District vehicles, you are required to hold a valid Ontario driver's license.

Our expectation is that all Operators Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District.

Why the District of Muskoka?

Muskoka is a great place to live and play! We are a four-season municipality that offers a balance between family life and work. We are built around supportive and caring communities that are always growing, with wonderful schools and facilities. [Watch our video](#) to learn more!

What We Offer

Permanent employees are offered a competitive total rewards package, including a comprehensive health and dental benefits plan, and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan. Temporary employees receive a comparable hourly wage rate but are not eligible for the benefits & pension plans.

The probationary hourly rate for a licensed **Chief Operator** is **\$36.08** plus applicable license premiums. This rate increases to **\$39.37** per hour per the CUPE Collective pay grid.

Current Licensing Premiums for this vacancy will be **\$1.55** per hour (Treatment), provided you hold **all** of the required licenses. Should you hold higher level licenses than the required for this job, additional premiums will be applied.

We foster a professional, friendly and supportive team atmosphere and continuously strive to provide a working environment where the best people want to work. We have a strong focus on health & wellness, as well as community involvement - the people who work at the District are passionate about the community that they live in! The District is committed to creating and promoting diversity, accessibility and inclusion in the workplace.

How to Apply

If you have the necessary skills, experience and qualifications, please review the "**How to Apply**" instructions on our website and then submit your application: <https://www.muskoka.on.ca/en/district-government/Career-Opportunities.aspx>

POSTING CLOSING DATE: Friday, June 21, 2019 @ 12:00 NOON

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and 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.