

ABOUT THE CITY OF NORTH BATTLEFORD

Established in 1913, the City of North Battleford is in Treaty 6 Territory, in the heartland of the Métis. A vibrant community that draws visitors, shoppers, and facility users from all over northwest Saskatchewan, The City of North Battleford is home to thriving local businesses and world-class recreational amenities. At the gateway to northwest Saskatchewan, North Battleford is situated in an outdoor recreation enthusiast's paradise - close proximity to Saskatchewan's premiere Ski Hill Table Mountain, Battlefords Provincial Park, with incredible lakes within nearby driving distance.

The City of North Battleford employs more than 200 people and provides public works, parks and recreation, economic development, fire protection, community safety, water, sewer, waste management, and administrative services. City Hall is located at 1291-101st Street in the heart of North Battleford's downtown business district.

Superintendent, Water / Wastewater Treatment Plants

FORWARD-THINKING. DEDICATED. INNOVATIVE.

We are seeking a dedicated and diligent leader for the role of Superintendent, Water/Wastewater Treatment Plants for the City of North Battleford, Saskatchewan. As a key member of the environmental services team, the Superintendent will bring advanced knowledge of the practices and processes required to operate two water treatment plants (one surface water, one groundwater) and one wastewater treatment plant, leading a forward-thinking team while upholding the high standards for water quality held by the North Battleford community and City Council.

Reporting to the Director of City Operations, the Superintendent, Water/Wastewater Treatment Plants will oversee the management, operation and maintenance of a Class III surface water treatment plant, a Class II groundwater treatment plant, water tower, booster station, three reservoirs and a well field, ensuring the plants' outputs meet federal, provincial and municipal regulations and standards. The Superintendent will have overall responsibility to provide clean, safe and reliable drinking water while being accessible 24/7 to offer guidance to operators directing them in the day-to-day operations. Direct reports include water treatment plant operators, instrumentation technician, maintenance mechanic, and the Wastewater Supervisor who will direct the overall operation of a Class IV Wastewater Treatment plant.

It is an exciting time over the next decade as the City's capital plan includes upgrades to both water treatment plants, a major electrical system upgrade/replacement for one reservoir and the construction of a new reservoir to increase storage capacity. The City has undergone a number of upgrades and improvement projects including a proactive assessment of the water system and water treatment plants in 2022.

This year will see the finalization of a major SCADA upgrade (increasing operator ease and efficiency), as well as scheduled projects such as the uni-directional flushing program, reservoir cleaning, installing an emergency generator and other mechanical upgrades. The City is also anticipating the installation of an Actiflo system to enable the surface water treatment plant to operate year-round and provide backup operations as needed to the ground water plant..

WHY NORTHBATTLEFORD?

The City of North Battleford strives to enable its team members to contribute to the organizational objectives and achieve their personal and career goals. It is the City's ultimate objective to have talented people across the organization who can execute the organizational strategy and envision North Battleford's future. The City of North Battleford achieves this goal by developing its people, and placing the best talent in the right role at the right time. In addition, the City seeks to ensure a safe, positive, fair and ethical work environment that promotes a high-performance culture while enabling individuals to perform at their best.

We seek to build a team that embraces our **Charter of Values** which include collaboration, communication, integrity, respect, trust, professionalism, accountability and a fun attitude.

If this is you, we want to hear from you!

Superintendent, Water / Wastewater Treatment Plants

KEY RESPONSIBILITIES: WATER TREATMENT OPERATIONS

- Responsible for operation, maintenance and all records of the water treatment plants, reservoirs, booster station and water tower to ensure adherence to the Permit to Operate Waterworks, Environmental Management and Protection Act, and Water and Sewage Works Regulations with regard to water treatment, water storage and pumping (pumping stations, reservoirs and system pressures).
- Schedule work for all water treatment plant operators and oversee the operation and maintenance of the plants, reservoirs, booster station and water tower for adherence to departmental procedures and safety regulations.
- Lead the decision-making processes regarding equipment replacement, retirement and acquisition, and reporting on the operational condition of existing equipment.
- Direct the preparation and completion of all work orders relating to maintenance, repair, and improvements.
- Inventory control in relation to normal operations, preventative maintenance and equipment parts and materials.
- Responsible for the repair and service of major equipment with external parties.
- Purchase of materials to service/repair equipment, process equipment and chemicals.
- Ensure all external parties follow the Permit to Operate, and applicable City policies and regulations.

KEY RESPONSIBILITIES: WASTEWATER TREATMENT OPERATIONS

- Assist the Wastewater Supervisor and operation of Wastewater Treatment Plant when requested, including the five lift stations, a septic receiving station and storage lagoons.
- Ensure the Wastewater Treatment plant is compliant with all relevant federal, provincial and regional regulatory requirements by providing technical and regulatory expertise and maintaining current knowledge.
- Maintain good communications with the Water Security Agency, Environment Canada and Department of Fisheries and Oceans EPOs.

Superintendent, Water / Wastewater Treatment Plants

LEADERSHIP AND SUPERVISION

- Administrative duties such as keeping time sheets, maintaining daily logs and submitting reports
- Supervise division staff recruitment, selection, hiring, motivation, monitoring work, determining training and development needs, coaching and mentoring in accordance with collective agreements and staff performance evaluations, City policies and practices.

BUSINESS PERFORMANCE

- Supervise and coordinate the commissioning of all processes related to capital projects and process/operation improvement related projects.
- Supervise the purchase, receiving, and storage of all chemicals, material and supplies in accordance with approved budget.
- Assist in planning and preparing annual budget for the Department, scheduling expenditures, analyzing variances and initiating corrective actions.
- Analyze current procedures and activities to identify and present opportunities for improvement.
- Assist in asset management duties which includes all aspects of the administrative, financial, capital and operations of the City's Water Treatment Plants and Wastewater Treatment Plant. Maintains comprehensive records for each item of equipment with respect to down time, mechanical malfunctions and repairs necessary.
- Develop reports for Mayor, Council, Water Security Agency, and Provincial or Federal Departments.
- Prepare annual reports prior to legislated deadlines and, where required, provide information reports to Council.
- Report performance issues and respond to senior administration requests.
- Respond to the EOC when an emergency is declared.

TO APPLY

Email your resume and cover letter in confidence to:

Patrick Rowan, Partner

Feldman Daxon Partners

prowan@feldmandaxon.com

416-515-3302



FELDMANDAXON
PARTNERS INC.



Superintendent, Water / Wastewater Treatment Plants

QUALIFICATIONS

- Minimum Water Treatment Class III and Wastewater Treatment Class IV.
- Minimum seven (7) years of progressive supervisory experience, preferably in a unionized local government setting.
- Post-secondary education in a related field is required or the equivalent of education and experience deemed necessary.
- Current First Aid, WHMIS, Confined Space, Fall Protection, H2S Alive and other industry-related courses are an asset.
- Proficient use of Microsoft Office including Access, Excel and Word and SCADA experience.
- Valid Saskatchewan Class 5 Drivers License.
- Acceptable 5-year Driver's abstract and RCMP criminal record check required.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

- Advanced knowledge of the practices and processes required to operate both a surface water plant and a groundwater plant and water treatment processes.
- Asset management and Project management experience an asset.
- Prior experience in mechanical trades or experience demonstrating mechanical aptitude.
- Knowledge of the Permit to Operate Waterworks, Environmental Management and Protection Act, and Water and Sewage Works Regulations with regards to water treatment, water storage and pumping (pumping stations, reservoirs and system pressures).
- Ability to perform basic mathematics to make calculations regarding chemical dose and usage, equipment run times, and flow totals.
- Strong communication skills with instruction to operators and maintenance staff.
- Demonstrated extensive knowledge of chlorine handling and safety.
- Competent with computerized monitoring systems such as SCADA, and overall computer literacy to record data from inspections and monitoring activities.
- Intermediate knowledge of Microsoft Office Suite applications to generate reports, cost controls, lifecycle costs, inventory control, and purchasing.
- Thorough understanding of water treatment processes, chemical reactions, and hydraulics.
- Ability to troubleshoot and repair moderately complex issues with equipment and instrumentation and provide direction to assist in repairing equipment.
- Experience in cost control, lifecycle costs, inventory control, and purchasing. Able to use sound reasoning in the development of budgets and budgeting processes.
- Time management skills with the ability to multi-task, prioritize and manage conflicting demands while staying on task amid disruptions.
- Ability to maintain effective, cooperative relations with staff and external relationships.
- Initiative and problem-solving skills leveraged while following policies and procedures.
- Commitment to equity, diversity, inclusion and treating others with respect in accordance with the City's Code of Conduct and Charter of Values.