

The Town of Cobourg is seeking a full time **Assistant Manager, Environmental Services**. Under the direction of the Manager, Environmental Services the Assistant Manager, Environmental Services is accountable for providing project management services for capital projects at Water Pollution Control Plant #2 (WPCP#2), providing professional advice to the Manager, Staff and other departments, developers, contractors, utility companies, Council and the public as required, as well as contributing to the development of department wide maintenance and operational programs and schedules.

The Assistant Manager, Environmental Services will also be required to share the Overall Responsible Operator (ORO) duties with the Manager, Environmental Services. They will also be responsible for providing recommendations to the Manager regarding the annual budget for Water Pollution Control Plant #2 consistent with the Town's Asset Management Plan and Corporate Strategic Plan, and recommendations regarding the resources required to deliver the expected level of service within the approved budget.

The primary duties of this position include the following:

MAIN RESPONSIBILITIES:

- Administer capital projects at WPCP#2 and report regularly to the Manager on progress and budget
- Coordinate, lead and direct operational activities at WPCP#2 in accordance with applicable regulations and policies of the organization
- Ensure all Non-Conforming Situations (NCS) at WPCP#2 are documented, assigned to the appropriate personnel for resolution, and corrected on a permanent basis.
- Accountable to the Manager for taking all reasonable care to ensure compliance with the Ontario Health and Safety Act and Regulations
- Develop request for quotations for the procurement of equipment and services and provide recommendations for award to the Manager
- Provision of day-to-day leadership and supervision of WPCP#2 including motivating and mentoring of Staff
- Ensure Good Laboratory Practices are employed, instruments and equipment are maintained, and in-house laboratory results are properly checked for precision and accuracy
- Exercises due diligence in safeguarding the quality of the Plant and Pump Station discharges and makes all reasonable efforts to ensure environmental laws are not violated
- Conducts facility audits and reports to the Manager on deficiencies that will serve to bring about corrective action and provide for continuous improvement of the facility
- Acts as the coordinator of the Town's Confined Space Rescue Team including ensuring member training and equipment certification
- In absence of the Manager, serves as the liaison to the MECP, Spills Action Centre, and other governing bodies to report occurrences of environmental spills and/or ECA limit exceedances
- In absence of the Manager, prepare and submit all required Reports (e.g. Monthly R1/R2 Forms) for the MECP
- Responsible for reviewing Operation Logs and Laboratory Testing sheets to ensure all Plant 2 Operations are maintained in a fashion conducive to optimum Plant performance
- Administer the provisions of the Collective Agreement in adherence with its articles, including intervention in all matters related to hiring, and promotion
- Encourage and champion professional development for Staff



Job Posting 24-39

Assistant Manager, Environmental Services

- Provides recommendations to the Manager for capital budget items at WPCP#2 and pump stations
- Accountable for the preparation and administration of the operations budget at WPCP#2
- Review invoicing for accuracy for Liquid Waste Processing and all sources of revenue at WPCP#2
- Responsible for reviewing department payroll submissions for accuracy.
- Monitors performance against WPCP#2 work plans/budget and initiates corrective action as required.

The successful candidate will possess a Class IV Wastewater Treatment License and Class II Wastewater Collection License which require the post-secondary education as defined by the Ministry of the Environment, Conservation and Parks (MECP) Licensing Guide for Wastewater Operators as well as a minimum of four (4) years working as an “Operator-in-Charge” at a Class IV Wastewater Treatment facility. This position also requires a minimum of two (2) years working on a Sanitary Collection System.

The successful candidate is preferred to have experience managing and/or supervising in a unionized environment. In addition, they will have advanced communication (written, oral and interpersonal) and organizational skills with a strong customer service orientation to deal effectively and diplomatically with the public, Staff, advisory committees, stakeholders, and public officials. This position requires an excellent working knowledge of Microsoft Office as well as a broad range of laboratory skills and scientific knowledge that will enable accurate assessment of wastewater process conditions to maintain homeostatic control and/or to provide corrective action to regain homeostatic control if it has been lost.

This position will be required to work 35 hours per week. Evening and weekend work may be required as a result of ORO duties. The successful candidate must be able to provide a satisfactory Level 4 criminal background check upon hire.

WAGE:

The wage scale for this position is Non-Union Grade 7: \$91,000.00 to \$106,451.80 annually. Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence no later than September 26, 2024 to the attention of the Human Resources Department at humanresources@cobourg.ca. We thank all applicants however only those selected for an interview will receive a response.

NOTE: The Town of Cobourg recognizes the importance of a healthy work-life balance and offers a Flexible Work Policy that includes hybrid work and/or a compressed work week, where applicable.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.