



Job Title: Manager, District Operations
Organizational Unit: District Operations
Division: Operations & Engineering
Location: Saskatoon

Short Description

As the Manager, District Operations, you will manage a group of technical staff within assigned districts located across the province and will be responsible for operating client and/or corporate owned water treatment, water distribution and transmission, wastewater treatment, wastewater collection, canal and reservoir systems. In addition, you will focus the provision of services to ensure they are provided reliably, efficiently and effectively in accordance with established regulations and work plans, placing a high priority on ensuring a safe and reliable water supply for clients as well as providing authorization for emergency services including after-hours and weekends. Working in partnership with other corporate divisions, you will be expected to promote the corporation with the goal of securing new clients.

Job Duties

Manages a group of technicians and technologists within assigned districts located across the province. This includes:

- Overseeing operation of water and wastewater systems;
- Developing, prioritizing, assigning, and reviewing the work and assignments of staff, and implementing work plans;
- Providing input into and recommending staffing levels;
- Conducting annual staff performance appraisals for direct and indirect reports and recommending increment award;
- Providing required training and/or if required disciplinary action;
- Assisting in position interviews for new and/or existing jobs including recommending position award; and
- Reviewing and authorizing employee timesheets including review of the callouts, leave, standby and overtime.

Conducts or chairs regular operations and staff meetings to communicate corporate activities and direction; and discusses operational issues and work plans. Conducts monthly operations records reviews and authorization as per the Ministry of Environment (MOE) regulations for corporate and client owned facilities. Communicates work and operational issues to the Director and Vice President. Participates in on-going development and coordination of Asset Management plans and directs implementation of these plans by incorporating into annual unit and employee work plans. Reviews staff certification requirements in accordance with Operator Certification Board/Ministry of Environment (OCB/MOE) regulations to ensure proper levels of certification are maintained in all SaskWater or client facilities. Develops, reviews and recommends appropriate staff training requirements related to MOE/OH&S and Operational required activities.

Develops, recommends, tracks and controls annual operational and capital budgets in excess of nine million dollars. This includes:

- Providing recommendations for emergency repairs and selection of vendors;
- Authorizing special utility expenses in excess of \$25,000.00;
- Conducting forecasting reviews and providing quarterly and annual reports to Finance on variances of actual expenses to budget targets;

- Reviewing, verifying and authorizing water measurement reports in order to process customer invoices;
- Reviewing and authorizing operations expenses such as: requisitions for payment; purchase orders; expense statements; corporate credit cards; etc.;
- Compiling and verifying year-end accruals, commitments, payables and receivables for reporting to Finance;
- Verifying annual irrigation volumes and land lease agreements for invoicing by Customer Service; and
- Reviewing, maintaining and addressing issues related to property management agreements with lessees.

Acts as Out of Scope MOE Certified Operator of Record for all SaskWater or client facilities. Provides technical solutions and recommendations to field staff on process and operational issues. Acts as management first point of contact for emergency after-hours calls related to critical operations issues. Provides direction and final decisions on protocols and procedures for critical incidents related to water supply, quality, quantity, regulatory compliance, asset sustainability and reliability for adherence to MOE regulations and to maintain the public health and safety of SaskWater or client's water supply (i.e. Precautionary Drinking Water Advisory, Upset Conditions, Emergency Boil Water Order, Asset Failure, Loss of Utilities). Develops, recommends and oversees the Emergency Response Plans and QA/QC plans for operations efficiency both internally and Operations and Maintenance clients to ensure operations adhere with MOE regulations. Participates in developing, implementing and overseeing the SCADA protocols for operations internally and for clients to ensure efficient operations are followed and adhere with MOE regulations. Reviews and verifies water quality report for the Board of Directors, annual consumer notifications and annual report.

Evaluates existing water treatment, wastewater treatment, water supply and transmission systems and processes, and canal/reservoir systems. This includes:

- Recommending enhancements to and/or replacement of project works and systems;
- Writing technical reports; and
- Assisting in and/or coordinating construction activities.

In addition, works with other agencies such as South Saskatchewan River Irrigation District, Water Security Agency, and Ministry of Agriculture in the approval of irrigation installations and operation and maintenance of canal works. Provides advice/input for the development and renewal of Water Supply Agreements/Certified Operations and Maintenance contracts both with new and existing customers. Provides operational input into researching and developing proposals for the expansion of water treatment, wastewater treatment, and water supply and distribution services. Works with senior staff and experts in specific disciplines to investigate and implement new technologies and processes to enhance the operation and reduce the maintenance requirements of corporate and client owned water treatment, wastewater treatment, and water supply and distribution systems.

Participates in corporate initiative committees to provide operations input for strategic planning, bargaining, in-scope job evaluation, HR advisory, communications, emergency response advisory team, Cost of Service, and Proposal Development Team. Represents the corporation at inter-agency, client requested council, board or public meetings and on various working committees on water treatment, wastewater treatment, and water supply and transmission issues as assigned. Provides back-up to the Director as required. Represents the corporation at various tradeshow such as SUMA, SWWA, SARM, AWWA, Career Fairs, etc.

Qualifications

To qualify, you have your Diploma in Water Resources, Civil or Environmental Engineering Technology and your Applied Science Technologist Certification (A.Sc.T.) along with 10 years of progressively responsible related experience including:

- The operation of water treatment, wastewater treatment or water supply and distribution systems including pipelines and pump systems;
- Employee supervision including conflict resolution;
- Construction and project management;
- Working knowledge of asset management practices and software;
- Familiarity with office suite and engineering software;
- Demonstrated strong verbal and written communication skills;
- Internal accounting practices and principles; and
- OH&S Regulations.

Amount of experience typically required in this job to become fully competent assuming both the education level required and the prior experiences are present is 18 months.

A valid Saskatchewan driver's licence is required.

Application Deadline

June 19, 2018

To Apply

Please indicate where you learned of this opportunity and send a resume and cover letter to:

Email: hr@saskwater.com

SaskWater offers competitive wages and an attractive benefits package. We would like to thank all applicants for their interest; however, only those selected for an interview will be contacted.

SaskWater values workplace diversity and is committed to maintaining an inclusive and respectful workplace.

