

Employment Opportunity

Position: Manager of Facilities

Status: Full Time, Permanent, Non-Union

Department: Public Works

Reports to: Director of Public Works

Location: Treatment Facilities

Salary Range: \$82,400 - \$95,500

General Accountability

The Manager of Facilities is a non-union position that provides daily supervision and technical support to plant operators and system operations at the Town's water and wastewater treatment facilities. Reporting to and under the direction of the Director of Public Works, the position's office is located at the Brierly Brook Water Treatment Plant. This position requires a cooperative, collaborative, coordinated and versatile approach in the manner of the overall delivery of system operations.

Where the Manager would hold Direct Responsible Charge (DRC) for such treatment operations, the Manager will also interact with other Managers or Supervisors or municipal service delivery staff as such duties are undertaken and/or as other duties as may be assigned or required.

Where the position has primary responsibilities, other duties are often interlinked to other parts of municipal service delivery and are referenced below. As such, the position involves additional periodic participation as outlined when required.

Primary Responsibilities

- Directs and provides leadership to staff for department responsibilities, monitors job performance and productivity, and maintains department policy, where required.
- Daily operations:
 - Organizes and supervises daily activities by prioritizing and scheduling work in advance based on department workforce and task requirements and/or adjusting workloads for emergencies or special requests.,
 - Reporting status of incomplete or completed work,
 - Assignment of on-call and over-time to staff
 - Approval of biweekly timesheets and leave requests
 - Be available to assess or address Department callout requirements
 - Assess and assist with development of Standard Operating Procedures / Safe Work Practises
 - Manages inventory and preventative maintenance schedules
- Ensures facilities are operated to meet regulatory compliance standards and undertakes regulatory reporting to various government regulatory agencies for water and wastewater.

- Ensures Occupational Health and Safety (OHS) Program compliance, including the documentation of toolbox talks, hazard assessments, incident reports and safety summaries are conducted and documented
- Writes and maintains certification levels and DRC (Direct Responsible Charge) designation
- Ensure staff are appropriately safety trained, job trained, have approved Nova Scotia Environment certification where required and all workplaces are maintained in a safe regulatory compliant manner.
- Maintains department records associated with time sheets, overtime control, payroll, and associated department expenses.
- Participates in performance assessments, recommends staff advancement, training
- Participates in interviews, trains, evaluates, and provides comments for staff disciplinary measures
- Coordinates monitoring and safety / regulatory compliance of the watershed / James River Dam, and water storage tanks
- Provides direct assistance to on-call operator on plant upsets / unusual conditions encountered
- Works within the Collective Bargaining Agreement for fair administration and efficient use of resources.
- Participates in the preparation and administration of assigned program budgets, submits budget recommendations, monitors expenditures, works within budget, codes invoices for payment processing
- Ensures purchasing is done in compliance with purchasing policy
- Liaises with suppliers / contractors / consultants / regulators on projects and contracts
- Coordinates installs and reporting on various Fleet Equipment and Vehicle Tracking
- Coordinates investigation and piloting of new treatment technologies
- Co-ordinates with Town Departments for various approved needs, as they arise.
- Participates in Statistics Canada Surveys / Reporting
- Provides tours of facilities

Secondary Responsibilities (as assigned by Director)

Capital Projects:

- Assists with / coordinates preparation of site drawings, quantity calculations and tender documents (construction, equipment purchase, etc.) issued for the Engineering Dept
- Undertakes evaluation / maintenance of files on contractor safety submissions
- Reviews and provides comments of traffic control plan submissions, liaise with Traffic Authority
- Coordinates with TOA staff for project assistance (Engineering Co-op Student, Public Works, Communications)
- Undertakes project management for Capital Projects
- Provides In-field supervision, liaising with contractors / inspectors, assessment of invoices for approvals
- Provides assistance in budgeting estimations, year-end projections
- Assists with PCAP and other Federal Funding applications, including providing information for Canada Community Building Fund
- Assists with Asset Management Programs

Management Responsibilities (occasional):

Designate Duties (when designated for the absence of the Director of Public Works):

- Provides management of the department during day-to-day activities
- Provides reporting to CAO
- Attends Council meetings, Director's meetings, or JOHS meetings in Director's absence to answer questions, provide updates
- Approval of leave requests, and invoices
- Signoff on timesheets for the Engineering Office, Electric Utility, Public Works, Treatment Facilities

Other Administrative Tasks as assigned:

- Undertakes tracking of Unaccounted for Flow and monitoring of flow / billing records to projections
- Liaises with / provides assistance to TOA staff on water metering including Meter Reader, Billing Clerk, Corporate Services
- Provides information and assistance on Water Rate Studies, when initiated
- Provides coordination, scheduling and approvals for meter testing
- Coordinates operation of meter reading system and review of flow records
- Provides assistance and program coordination for regulatory compliance – Cross Connection Control, Lead Sampling, etc.
- Coordinates sewer characterization sampling
- Assists in flow monitoring and profiling of Town / County subareas
- Assists investigations for sources of Inflow / Infiltration
- Liaisons with Contractors / Public Works / Consultants to confirm and remove sources of Infiltration/Inflow (I/I)
- Coordinates work on river ice monitoring activity and weather station data collection

Qualifications

Education

- Post-secondary education in a relevant field is required.
 - A bachelor's degree in civil or environmental engineering, along with P.Eng. designation and membership with Engineers Nova Scotia, will be considered an asset
- Nova Scotia Dept of Environment Certifications in water and wastewater treatment to match plant certifications
 - If not in position of the NSE Certifications, must be willing to obtain within an agreed timeline
- Direct Responsible Charge of Water Treatment Plant and Wastewater Treatment Plant operations will be required.
- At least 3–5 years of progressive experience in facility management, municipal operations, or water and wastewater treatment system
 - Supervisory or leadership experience will be considered an asset.
- Maintains affiliations with relevant associations: AWWA, ACWWA, MPWWA, MPWANS

Knowledge, Skills, Abilities

- Demonstrates a thorough understanding of compliance regulations, treatment processes, and municipal operating systems.
- Possesses the ability to recommend and implement goals, objectives, policies, and procedures effectively within a municipal setting.
- Exhibits innovation, self-motivation, and strong communication and interpersonal skills.
- Skilled in managing staff and fostering collaboration within a team-oriented environment.
- Capable of supervising multiple projects simultaneously while meeting deadlines and adhering to project management requirements.
- Displays sound judgment, integrity, creativity, and resourcefulness.

Relationships

The Manager of Facilities is required to work in a professional environment and will work with municipal staff to achieve operational regulatory compliance requirements and provide regular updating and reporting to the Director of Public Works as required

The incumbent will be expected to take initiative to create a successful network of contacts and to work collaboratively with staff in providing supervisory requirements and leadership, while exhibiting good judgement and ethical behaviour, and create a team approach to implementing the initiatives of the Department.

Hours of Work

- 8:00am – 4:30pm, Monday to Friday
- Call-ins as required in accordance with stated Town policy.

How to Apply

To apply for this position, please submit the following documents via email:

- A **cover letter** that outlines your qualifications, experience, and interest in the position.
- An up-to-date **resume** tailored to the role.

Send your application to **Melanie Fougere, Deputy Clerk** at jobs@townofantigonish.ca.

Application Deadline:

Applications must be received no later than **Wednesday, January 8, 2025, at 4:00 PM (AST)**.

- **Late or incomplete applications will not be considered.**
- Please ensure your email subject line includes the position title: "**Manager of Facilities Application.**"

Additional Information:

- Only candidates selected for an interview will be contacted.
- If you have questions about the application process, please contact **Melanie Fougere** at jobs@townofantigonish.ca before the closing date.

The Town of Antigonish is committed to diversity and inclusion in the workplace. We welcome applications from all qualified individuals, including those in traditionally underrepresented groups.