



# **CBRM**

*A Community of Communities*

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*Cape Breton Regional Municipality*

**Operations Manager, Water Utility**

*Regular Full Time*

**JOB SCOPE:** Working as a team leader, project manager and facilitator performing complex administrative and professional tasks in the engineering, organizing, planning, and management of water operations for the CBRM Water Utility. Works under the general guidance and direction of the Director of Engineering & Public Works.

**SALARY RANGE:** \$101,223 to \$106,551

**STATUS:** Non-Union - Confidential

**MINIMUM QUALIFICATIONS (Must include copies of the items listed below)**

- Bachelor of Engineering Degree in a related field (Civil, Chemical, Environmental).
- Minimum 10 years related experience in a related field.
- Member of Engineers Nova Scotia or ability to join.
- Equivalent combination of education and experience may be considered.
- Must possess and maintain a valid Nova Scotia driver's license.
- A medical assessment including physical, vision, and hearing tests. Medical assessment must show the capacity of performing tasks of the classification. This will be conducted at a later date.

**PREFERRED QUALIFICATIONS**

- Experience with EAM software and knowledge of computerized maintenance management systems.
- Knowledge of SCADA systems, process instrumentation and control.
- Demonstrated experience in supervision in a Union environment.

**ADDITIONAL QUALIFICATIONS**

- Emergency First Aid/CPR-A/AED

**CLOSING DATE FOR APPLICATIONS:** This posting shall remain open until all vacancies are filled.

Applications quoting **Reference #23.114-E** should be directed to:

Human Resources Department, Cape Breton Regional Municipality, 320 Esplanade, Suite 303, Sydney, Nova Scotia B1P 7B9 Fax: 902-563-5582 or E-mail: [jobapplications@cbrm.ns.ca](mailto:jobapplications@cbrm.ns.ca)

Applications/Resumes may also be submitted in the drop-off box: Main Floor, City Hall during regular working hours (8:30 a.m. – 4:30 p.m.) Although we thank all applicants for their submissions, we will respond only to those we wish to interview.

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*CBRM is committed to the principles of Employment Equity and Inclusivity. We encourage applications from designated groups, including but not limited to women, visible minorities, indigenous peoples, members of the 2SLGBTQIA+ community, and persons with disabilities. CBRM encourages the need for respect, integrity, diversity, accountability, and the public good.*



## **JOB DESCRIPTION**

<b>Position Title:</b>	Operations Manager		
<b>Department:</b>	Water Utility (Engineering & Public Works)	<b>Location:</b>	Civic Centre
<b>Reporting to:</b>	Director, Engineering & Public Works	<b>Bargaining Unit:</b>	Non-union/Confidential
<b>Salary Range:</b>	\$101,223 to \$106,551		

## **JOB SCOPE**

Working as a team leader, project manager and facilitator performing complex administrative and professional tasks in the engineering, organizing, planning, and management of water operations for the CBRM Water Utility. Works under the general guidance and direction of the Director of Engineering & Public Works.

## **MAIN FUNCTIONS**

- Manages supervisory and department support staff motivating directly or through other staff.
- Plans, organizes, coordinates, and evaluates programs, plans, services, staffing, equipment, and infrastructure. Working with staff evaluates needs and formulates action plans, reengineering work processes to meet service delivery needs.
- Ensures regulatory compliance in all areas of drinking water treatment and distribution. Oversees development and implementation of a comprehensive water utility management strategy. Inputs, analyzes, and adjusts relevant treatment and water quality parameters in accordance with NSE regulations.
- Supports a utility wide water loss reduction program with full integration between all operating sections. Monitors and reviews performance to ensure appropriate performance targets and timelines are being adhered to.
- Utilizes CBRM enterprise asset management software (EAM) and ensures adherence of staff to protocols to manage service requests, work orders, etc., for the department and maintains a variety of records relating to personnel, equipment, process, supplies, and

reports. Implements maintenance activities in the CMMS environment. Inputs, compiles, and analyzes relevant asset management information daily in the CBRM EAM software to support capital planning.

- Participates in the facilitation of capital programs including project selection, preparation of proposal and tender documents, procurement of engineering and contraction services, project management and oversight. Oversees assigned projects to ensure contractor compliance and execution project deliverables. Directs contractors carrying out work on related facilities or infrastructure.
- Maintains regular contact with engineering, consulting engineers, construction project engineers, municipal, provincial, and federal agencies, professional and technical groups and the public regarding utility activities and services.
- Oversees the safety of assigned workers by instructing individuals in proper safety procedures and monitoring their work in progress.
- Develops and implements process initiatives to promote maximum operating efficiencies in the treatment and pumping facilities. Controls and monitors operating costs and reviews the ongoing performance of the utility.
- Develop and administer budgets exercising cost control on an ongoing basis.
- Prepares reports for council and committee. Recommends policy for council adoption.
- Advises in the development of SCADA system for the monitoring and control of pumping stations, DMAs, lift stations and other remote locations. Reviews and implements changes as required. Ensures the consistency and quality of the industrial control system in maintenance.
- Works closely with the Senior Manager or Public Works, Manager of Technical Support Services, Manager of Wastewater Operations, CBRM Engineering Services, and other EPW and CBRM departments to ensure complementary relationship dealing with overlap of staff resources.
- Advises Managers, Director and other municipal officials in matters relating to water and activities; acts as the direct line of communications to other functions within the CBRM; provides information to various civic, school, and public groups and individuals regarding water and wastewater services.
- Provides interpretation and administration in Labour Relations to ensure consistency in the application of Collective and Supplementary Agreements and Letters of Understanding.

- Participates in recruitment and selection activities.
- Oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors and the selection criteria for public works contracts.
- Participates in grievance procedure and resolution.
- Provides counseling, on a confidential basis, to staff including resolution of disputes.
- Trains, supervises, and disciplines employees performing the duties of this department.
- Participates in strategic planning for the Utility.
- Studies and evaluates department policies and procedures for measuring performance and productivity to improve the efficiency and effectiveness of the operation.
- Monitors intergovernmental actions affecting public works,
- Ensures the timely and accurate submission of all regulatory reporting to Nova Scotia Environment and Nova Scotia Utility and Review Board.
- Promotes good public and customer relations.
- Other duties as assigned by the Director of Engineering & Public Works.

### **MINIMUM QUALIFICATIONS**

- Bachelor of Engineering Degree in a related field (Civil, Chemical, Environmental).
- Minimum 10 years related experience in a related field.
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- Must possess and maintain a valid Nova Scotia driver's license.
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**PREFERRED QUALIFICATIONS**

- Experience with EAM software and knowledge of computerized maintenance management systems.
- Knowledge of SCADA systems, process instrumentation and control.
- Demonstrated experience in supervision in a Union environment.

**ADDITIONAL QUALIFICATIONS**

- Emergency First Aid/CPR-A/AED

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge in the field of water/wastewater processes, practices, regulatory standards, and requirements
- Must be a skilled communicator possessing keen interpersonal skills.
- Self-starter with motivational management expertise and the ability to build productive relations.
- Ability to successfully manage change and participate as a team player.
- Thorough knowledge of equipment, facilities, materials, methods, and procedures used in public water systems, pumping, treatment and distributions systems, knowledge of pipe installation, connection, and repair.
- Leader in safe work practices