

JOB SUMMARY

Reporting to the General Manager, Utilities, the Manager, Water Quality is responsible for providing leadership and management with regard to water quality, water quantity and water conservation practices.

DUTIES / RESPONSIBILITIES

- Leads and coordinates activities related to water quality, water quantity and water conservation practices, ensuring that services are provided in a safe, timely, efficient, environmentally responsible and cost-effective manner
- Prepares and reviews documents to meet the Permit to Operate
- Develops, implements and reviews water quality improvement programs
- Manages the monitoring and field sampling of raw and treated water, including surveillance of watershed and aquifer activity
- Evaluates demand side water usage
- Ensures laboratory inventory, equipment and calibration of instrumentation meets QA and QC program
- Conducts laboratory analyses and stays current in technical areas, such as analytical methods, water quality chemistry, treatment and quality concerns
- Develops and implements data collection, storage and reporting protocols for tracking water quality, flows, storage or other data, and product reports
- Researches and prepares reports and presentations
- Prepares and monitors water quality budgets, and approves associated expenditures
- Responds to enquiries and concerns of customers
- Assists in the development of water conservation strategies and drought management plans
- Supports the Utilities Department team with operational monitoring of utilities
- Prepares, updates and implements Emergency Response Plans for all water systems
- Oversees implementation of watershed protection plans
- Undertakes emergency training and assists as directed in supporting the Regional District's emergency response mandate. Duties assigned during an emergency may differ from regular duties
- Maintains harmonious working relationships with staff, elected officials, members of the business community and the general public
- Performs other duties as may be assigned from time to time

SUPERVISION RECEIVED AND EXERCISED

Immediate Supervisor:	General Manager, Utilities
Positions directly supervised:	Water Quality Technologist, Water Sustainability Coordinator, Engineering Technician – Water Quality/Protection, seasonal staff
This position is responsible for:	
<input checked="" type="checkbox"/> Assigning work	<input checked="" type="checkbox"/> Reviewing work
<input checked="" type="checkbox"/> Evaluating work	<input checked="" type="checkbox"/> Disciplining employees
<input type="checkbox"/> Not applicable	

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED

Education:	<ul style="list-style-type: none"> ▪ Degree in Water Quality or a related field
Experience:	<ul style="list-style-type: none"> ▪ Five years of water quality experience within local government or an engineering firm
Licenses / Certificates / Registrations:	<ul style="list-style-type: none"> ▪ Registered as a Technologist with the Applied Science Technologists and Technicians of BC or a related professional association ▪ Valid Class 5 BC Driver’s License
Specific Skills:	<ul style="list-style-type: none"> ▪ Excellent leadership, development and mentoring skills ▪ Excellent priority assessment and time management skills ▪ Strong public relations abilities ▪ Strong interpersonal and communication skills, both written and verbal ▪ High degree of integrity, judgment and initiative ▪ Demonstrated ability in project management ▪ Thorough understanding of the Drinking Water Protection Act and Regulations, Guidelines for Canadian Drinking Water and water quality and stewardship planning ▪ Excellent working skills in the use of Microsoft Office Suite of products (Word, Excel, Outlook, PowerPoint)
Special Requirements:	<ul style="list-style-type: none"> ▪ Will be required to work outside normal working hours, including evenings and weekends from time to time

CLASSIFICATION

Wage Level D

JOB DESCRIPTION

Effective date: May 1, 2019