

**MISSISSAUGAS OF SCUGOG ISLAND FIRST NATION**  
**OPEN**  
**JOB ANNOUNCEMENT**  
**Water/Wastewater Manager (ORO)**

**POSITION:** Water/Wastewater Manager (ORO)

**POSTING DATE:** November 17/2020

**ANTICIPATED START DATE:** As Soon As Possible

**REPORTS TO:** First Nation Manager

**HOURS OF WORK:** Monday to Thursday, 8:30 a.m. to 4:30 p.m., Friday 8:30 a.m. to 1:00 p.m.  
Must be available to attend evening meetings and/or work overtime to accommodate peak periods and workloads per Hours of Work and Overtime policies.

**DUTIES:**

Under the direction of the Operations Manager, the Water/Wastewater Manager will be the Overall Responsible Operator (ORO) and is responsible for the management and implementation of the work and the achievement of the objectives for the Water and Wastewater operations at MSIFN, which includes compliance with legislation and MSIFN policies and protection of public health and safety; meeting or exceeding Provincial Water and Wastewater Standards; achieving a Drinking Water Quality Management Standard (DWQMS) as per Ontario municipalities within 3 years; achieving a similar Quality Management Standard for Wastewater Operations within 3 years; and assuming full operations of the wastewater plant and collection system within a 3 fiscal year period.

This position is responsible for the following business units: Water Operations, Wastewater Operations and Water/Wastewater Maintenance Operations, including one direct report (Water/Wastewater Supervisor ) and 6 indirect reports (Water/Wastewater Operators and Trainees)

- As the ORO, oversee the water, wastewater and maintenance systems comprised of a Class 3 water plant, a 1100 cubic meter elevated reservoir and 6.5 kms of watermains commissioned in June 2020. The wastewater system is currently being expanded. The current wastewater plant is a Class 2 plant. The new expanded system will see the installation of an expanded equalization tank and 6 kms of sanitary sewers, 3 kms of force main and 4 new pumping stations. These new expansions are expected to start construction in Fall 2020.
- Provide leadership to water/wastewater department staff at MSIFN, facilitating a team environment that shall focus on providing operation/optimization of existing systems support, long range planning/system design and engineering expertise.
- Build the water/wastewater team to assume full operation of the water and wastewater systems in a 3 year period.
- Lead the MSIFN in compliance with legislation, regulations and MSIFN policies and protection of public health and safety.
- Enhance policies, procedures on a continuous improvement basis to ensure operational and capital initiatives incorporating MSIFN's vision and values.
- Participate in MSIFN initiatives and represent the water/wastewater department as directed, at various forums.

**PAY RATE:** Wages will Align with Education and Experience  
Lieu time policy applies to additional hours beyond 35 hours per week.

**MINIMUM QUALIFICATIONS:**

The successful candidate must have the ability to align with established goals and objectives and is able to create/follow plans and processes accordingly, to deliver task and goal completion to a high standard. The successful candidate will provide clear direction and open communication with water/wastewater department employees and address employee issues promptly, objectively, and respectfully.

MSIFN values progressive ideas and actions; the successful candidate will have proven ability to embrace change, be resourceful and to seek new ideas and creativity to maximize effectiveness to provide high quality services to the MSIFN community. This position will require relocation to within 2 hour drive of MSIFN.

Applicants must possess the following:

- Preferably a 3-year College Diploma in Civil Engineering Technology or equivalent and possesses a CET designation.
- A minimum, Ontario Level 3 Certificate for Water Treatment, Level 1 Water Supply and Distribution is mandatory and preferably a Level 2 License for Wastewater Treatment and Level 1 for Collection.
- At least 5 - 7 years' experience in Water and Wastewater field with at least 3 – 5 years in a Management position.
- "G" level driver's license in good standing.
- Good judgement, problem-solving and interpersonal skills in dealing with problems relating to the day to day operations.
- Good organization skills and ability to set priorities and meet deadlines.
- Proficient with Safe Drinking Water Act, Health and Safety, WSIB and other related legislation.
- Working knowledge and practice of the operation and maintenance of First Nations drinking water and wastewater infrastructure; safety related legislation/regulations/guidelines; First Nations and local government functions/responsibilities and equipment operations and maintenance procedures.
- General Knowledge of SCADA is considered an asset to the position.
- Proficient in Microsoft Office - Outlook, Word, Excel, PowerPoint, and work order/work management systems.
- Discretion and good judgement when handling confidential/sensitive information and communicating with individuals regarding controversial matters; sensitivity and ability to maintain security of files.
- High degree of accuracy, attention to detail and record keeping skills.
- Advanced leadership and supervisory skills.

**TO APPLY:**

Complete application form (mandatory - can be picked up at the First Nation office) or also send resume, including a cover letter, to Merridy Curtis (e-mail or fax acceptable).

**DEADLINE:**

**Posting will remain open until the position is filled.**

**QUESTIONS:**

Merridy Curtis, Human Resources Coordinator  
Phone: 905-985-3337 Ext. 242  
Fax: 289-312-4647  
[mcurtis@scugogfirstnation.com](mailto:mcurtis@scugogfirstnation.com)

Note: Consideration will be given to documented past employment performance, attendance and reliability history for applicants who were previously employed by MSIFN. Applicants must meet the minimum qualifications identified to be considered for an interview. Only those applicants selected for an interview will be contacted.

The MSIFN is committed to employment equity. All qualified candidates are encouraged to apply; however, Aboriginal applicants will be given priority. Qualified candidates who self-identify as "Aboriginal" as defined in the MSIFN Recruitment Policy, will be given preferential consideration for any position.

**"An Equal Opportunity Employer"**