



Town of Bonnyville Utilities Supervisor

Employment Opportunity - Temporary Contract Position – 6 Month

The Town of Bonnyville is seeking an individual to work within a team-oriented organization to undertake the role of Utilities Supervisor. This is a temporary full-time position that will report directly to the Director of Operations or their designate. The successful applicant will manage all water related utilities, sewer, and sewage collection systems (lift stations, reservoirs, lagoons, etc.), as well as assist in transportation, and landfill operations when deemed necessary. The Utilities Supervisor must exercise judgement and will be required to competently complete all tasks required to operate and maintain the Town's lift stations, and water testing. This position falls under the AUPE Collective Bargaining agreement.

Education and Training Requirements:

- High School Diploma
- Valid Class 3 Q driver's license with Air Brake endorsement
- Level 2 distribution and collection
- Level 1 or 2 water treatment
- Confined Space entry and Confined Space Rescue (willingness to obtain and maintain)
- Supervisory experience (minimum 3 years)
- Ground disturbance level 200
- Any other tickets or training related to Public Works (preference given to)
- Strong written and verbal skills
- Leadership for Safety Excellence (LSE)
- Knowledge of Occupational Health and Safety legislation

Duties and Responsibilities:

- Oversee all Utilities Operations – including but not exclusive to lift stations, reservoirs, and water testing in accordance AEP.
- Responsible for assisting in Human Resources matters (recruitment, discipline)
- Preparing necessary budgeting
- Assist in coverage of Transportation Department when required.
- Assist in service delivery of operational and capital programs.
- Utilize and input information in preventative maintenance database.
- Participate in safety program through inspections, reviewing task hazard assessments, leading tailgate meetings and post job meetings.
- Leading by example
- Assist in scheduling and overseeing the delivery of contract work and employee delivered programs to ensure work is delivered in a timely manner.
- Adheres to all safety procedures and provides feedback or changes to evolving safe work practices, procedures, and codes of practice.
- Assist in the personnel function for the Public Works Department which includes, but is not limited to, recruitment or replacement of other staff, interpretation of the Collective Agreement, undertaking the application of discipline when required, and administrating of staff training programs. Ensures staff are involved in continuous learning and improvement.

In addition to their regular wage a Temporary Term Employee shall be paid an additional six percent (6.0%) of their regular wage earnings in lieu of insurance benefits as per Article 3.01 (b) in the AUPE Collective Agreement.

Closing Date: Friday January 12, 2024

Submit application to:

Town of Bonnyville
C/o Human Resources- **Utility Supervisor**
Bag 1006
Bonnyville, AB T9N 2J7 or
Email: hr@town.bonnyville.ab.ca

Types of Physical Exertion:

Lifting weights up to an approximate maximum of 50 pounds
Walking on uneven surfaces.
Stooping, kneeling, and crouching.
Climb stairs and ladders.
Extreme weather conditions

We thank all those who apply; however only those considered for the position will be contacted.