

Distribution and Collection Supervisor – Full Time (Level IV WD and Level IV WWC)

Distribution and Collection Department

Reports to: Manager, Distribution and Collection

Location: Based out of Grande Prairie

Aquatera is a Top 85 Employer in Alberta in 2024. Aquatera provides high quality, environmentally sustainable utility services and optimized value to customers and shareholders. As an exemplary employer, we look for people who can live our values, and are committed to high quality work and great customer service.

Summary:

Responsible to supervise all aspects the operations and maintenance of the Water Distribution and Wastewater Collection systems and infrastructure within Aquatera Utilities service areas and ensuring the safe delivery of high-quality water and wastewater services while maintaining low cost of operation for the rate payer.

Job Duties/Responsibilities:

- Ensure safety of all staff, customers and contractors working on the distribution and collection system
 - Ensure all staff have the necessary training, skills, tools and PPE to perform their tasks safely and efficiently
 - Create a safety culture where staff are encouraged to identify hazards, complete safety inspections and safety audits to ensure appropriate corrective actions are taken
 - Support with recruitment, development, performance management, prioritizing work, disciplining and recognizing of all DC staff as required
 - Promotion of Aquatera's Principles and Values and Code of Conduct
 - Support the staff through, coaching, mentoring, and training towards job tasks and certification for all operations staff
 - Support with CUPE Collective agreement administration
 - Schedule shift, vacation, and overtime, including timesheet review
 - Communicate effectively, maintaining positive working relationships with all Aquatera departments and the public
 - Support leadership with annual D/C budget preparation, capital maintenance budget, monitor costs and maintain control of expenditures, reporting exceptions
 - Assume the duties of the D/C Manager when manager is absent
 - Support the day to day operations of Distribution & Collection
 - Support the water sampling daily, weekly, and quarterly as required by Alberta Environment and submit records
-

- Provide technical input on Capital upgrade projects to our infrastructure
- Support with the review and approve all projects associated with the Distribution and Collection infrastructure as delegated by the DC Manager
- Ensure that projects are completed to the level expected
- Be available to assist operators in the field during and after hours as required
- Perform other duties as assigned
- Approve purchases in Aquatera's name up to \$50,000

Qualifications/Requirements:

- Customer service oriented with exceptional skills in dealing with the public
- Demonstrates strong interpersonal skills with the ability to use tact, diplomacy, and mature judgment
- Communicates clearly and effectively in person and in writing
- Demonstrates extensive knowledge in the practices and procedures relating to Water Distribution and Wastewater Collection system maintenance
- Understands asset management theory and practices
- Must possess Level IV Water Distribution and Level IV Wastewater Collection certification
- Minimum 5 years operating experience in a related field
- Has successfully demonstrated the ability to be an effective front-line manager including required safety courses
- Able to effectively prioritize and maintain work assignments for self and staff; provide effective supervision, delegate authority and responsibility; schedule and create work programs on short- and long-term basis
- Ability to use ever evolving technology including computer and computer programs effectively
- Ability to assist with budgeting, cost control, record keeping and reporting requirements
- Ability to interpret plans, blueprints and maps

The following will be required as conditions of employment:

- Valid Canadian driver's license minimum Class V
- Drivers abstract satisfactory to the employer
- Criminal Records check satisfactory to the employer
- Employment is conditional upon the ability to pass a 50 lb. fitness test
- Satisfactory completion of a drug and alcohol test

We offer competitive compensation and benefits.

We would like to thank all applicants for their interest – only those selected for an interview will be contacted. Please visit our careers page at:

<https://www.aquatera.ca/who-we-are/careers> or go to www.aquatera.ca to apply.

This competition may remain open until a suitable candidate is selected.



Aquatera Utilities Inc. is proud to be recognized as an [Alberta Top Employer](#) by Mediacorp Canada Inc.