

Join the Team That's Growing Healthy Communities.

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

Department: Distribution and Collection (D/C)

Reports To: Distribution and Collection Operations Manager

Location: Based out of Grande Prairie, Alberta

Type: Full-Time / Permanent

Work with Purpose. Live with Possibility.

At Aquatera, we're more than a utility provider, we're environmental leaders delivering high-quality water, wastewater, and solid waste services while building healthier communities across northwestern Alberta. As a locally owned organization and an Alberta Top Employer, we're proud to offer meaningful work, opportunities for development and growth, and a fulfilling lifestyle all within a supportive work environment. Everything we do contributes to cleaner water, a healthier environment, and stronger communities so you'll go home knowing your work truly matters. We foster a strong, supportive culture grounded in safety, integrity, collaboration, and innovation. With opportunities for training, mentorship, and career advancement, Aquatera is a place to grow and thrive while maintaining a positive work life balance. We're looking for passionate and diverse professionals who share our values and are committed to making a lasting impact.

About the Role

Responsible to supervise all aspects of the operations and maintenance of the water distribution and wastewater collection systems and infrastructure within Aquatera service areas, and ensure the safe delivery of high-quality water and wastewater services while maintaining low cost of operation for the rate payer.

Key Responsibilities

- Ensure safety of all employees, customers and contractors working on the distribution and collection system
 - Ensure all employees have the necessary training, skills, tools and PPE to perform their tasks safely and efficiently
 - Create a safety culture where employees 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 employees as required
 - Promotion of Aquatera's Principles, Core Values and Code of Conduct
Support employees through coaching, mentoring and training towards job tasks and certification for all operations employees
 - Support with CUPE collective agreement administration
 - Schedule shift, vacation, and overtime, including timesheet review
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- 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 Operations Manager when manager is absent
- Support the day-to-day operations of D/C
- 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 approval of all projects associated with the D/C infrastructure as delegated by the D/C Operations 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 and Required Skills

- 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 five (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 employees, 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

Travel to other locations we serve, including overnight travel may be required

Compensation

We offer competitive compensation and benefits including Health, Dental & Vision, Defined Benefit Pension Plan, RRSP matching, Health & Wellness spending account, and above average vacation benefits.

Conditions of Employment

- Valid Canadian driver's license, minimum Class 5
- Satisfactory Driver's Abstract
- Satisfactory Criminal Record Check
- Pass 50 lb. fitness test
- Pass comprehensive drug and alcohol test

Ready to make a difference?

Start your journey with Aquatera Utilities Inc. Apply at aquatera.ca/who-we-are/careers. **This competition will remain open until a suitable candidate is selected.** We thank all applicants for their interest. Only those selected for an interview will be contacted.



We're proud to be recognized as a [Alberta Top Employer](#) , marking our fourth consecutive year, reflecting our commitment to our people and the communities we serve.