



Environmental Services Crew Lead

The Opportunity

The Town of Grimsby is committed to building a future that welcomes innovative new ideas while protecting and preserving its distinct heritage. It is a place where leaders are committed to sustainability and honouring Grimsby's treasured natural setting. Grimsby has become a sought-after community where residents enjoy waterfront living, historic neighbourhoods, active living, and world class natural amenities. It is conveniently located in the Greater Toronto and Hamilton Area (GTHA) in a region that is home to Niagara wineries, agriculture, cuisine, and internationally recognized attractions.

The Portfolio

Reporting to the Supervisor Environmental Services, the Environmental Services Crew Lead is responsible for staff in job functions as required for the maintenance, monitoring and construction of the Water Distribution and Wastewater Collection System within the Town of Grimsby. The Crew Lead completes a variety of functions ensuring the integrity of the water and wastewater systems, including repairs, construction and testing of systems, are completed in an efficient and effective manner in accordance with Provincial Safe Drinking Water Act (2002) Legislation and Regulations, Town By-laws, Standards and Guidelines.

The Candidate

As a candidate for this position, you have achieved a secondary school diploma, and have five (5) years of progressive experience in water and wastewater maintenance, and three (3) years of related experience in staff supervision or providing work direction. You have a Meter Installer License/Certificate, Licensed Drinking Water Operator Certificate – Class 1, Licensed Wastewater Operator Certificate – Class 1, OTM Book 7 – Traffic Control Training, Confined Space Entry Training, and Standard First Aid and CPR certification. You can perform manual labour duties for a long duration and have a high degree of analytical skills in assessing job and task requirements. Previous experience operating heavy equipment, including dump truck, loader, winter equipment, and a backhoe for excavation is preferred.

Working for the Town of Grimsby

The Town of Grimsby offers candidates for this position a competitive employment package that includes an hourly wage between **\$35.08 and \$42.68 per hour**, and a comprehensive benefits plan.

The Town supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees and flexible working arrangements.

How to Apply

If you are excited by this opportunity, we are excited to hear from you!

We invite you to submit your application to hr@grimsby.ca by **July 11, 2024 at 4:30 PM**. Please quote the posting number in the subject line. A full job description can be found below.

Posting #: 43-2024

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Consistent with our values and corporate culture, the Town of Grimsby is an equal opportunity employer committed to providing an inclusive, barrier-free recruitment and selection experience, and work environment. The Town of Grimsby will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process up to the point of undue hardship. If you require accommodations, please contact Human Resources (hr@grimsby.ca) to make appropriate arrangements.

The Town of Grimsby may use AI (Artificial Intelligence) in the recruitment process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

Be advised that the Town of Grimsby's Human Resources department frequently audits resumes of internal and external applicants to validate the accuracy and trustworthiness of information provided. Falsification of information provided at any time throughout the recruitment process may result in disqualification. Internal applicants may be subject to discipline up to and including termination.



JOB POSTING

Environmental Services Crew Lead

Public Works Department

Duties and Responsibilities:

1. Leadership (15%)

- 1.1 Provides leadership, support, advice and motivation to staff in developing, recommending, establishing, and executing policies, programs and services in regular consultation with the Environmental Services Supervisor and the Manager of Operations and Compliance.
- 1.2 Provides staff supervision for various job functions as delegated by the Supervisor or his designate all in accordance with sound judgement and pertinent and procedures manuals in effect.
- 1.3 In the absence of the Supervisor and/or as delegated shall assume the responsibilities of the 'Overall Responsible Operator' and/or the 'Operator In Charge'.

2. Wastewater Operations and Maintenance (25%)

- 2.1 Responsible for providing wastewater related functions which are consistent with the requirements of a Licensed Wastewater Operator for a wastewater collection system.
- 2.2 Performing various activities associated with construction, maintenance or general operation of a wastewater collection system.
- 2.3 Performing rodding, video inspections and sewer lateral replacements.
- 2.4 Completing restoration activities where necessary, following system repairs and communicating with the property owners where appropriate.
- 2.5 Completing sewer flushing, maintenance holes parging/sealing, ladder replacement and frame adjustments.
- 2.6 Completing lateral repairs and monitoring.
- 2.7 Responsible for conducting sewer/lateral blockage removals.
- 2.8 Performing dye and smoke testing activities where required.
- 2.9 Perform inspections and monitoring of wastewater overflows.
- 2.10 Responsible for carrying out corrective actions in response to spills or combined sewage overflows including providing the required notification/reports to the appropriate agencies.
- 2.11 May be required to provide direct supervision for Operators in Training when they are performing Operator Functions.
- 2.12 Operating in accordance with the applicable legislation, Town by-laws, policies, procedures and guidelines.

3. Drinking Water (50%)

- 3.1 Responsible for providing drinking water related functions which are consistent with the requirements of a Licensed Water Operator for a drinking water distribution system and in accordance with the Town of Grimsby Drinking Water Quality Management System.
- 3.2 Responsible for performing various activities associated with construction, maintenance or general operation of a drinking water distribution system or other small drinking water systems.
- 3.3 Carry out water quality testing including; chlorine residual test, bacteriological sampling lead and, HAA and THM, tests and respond to Adverse Impacts and Corrective Actions immediately upon becoming aware in accordance with the Town's Standard Operational Guidelines.
- 3.4 Conduct tests for maintenance and operational checks and evaluate results on the Town's systems in accordance with O.Reg 170/03 and adjusts or regulates in accordance with the Town's Standard Operational Guideline, or manufacturer's instructions.
- 3.5 Perform activities associated with the installation of new water services, installation of new or replacement water meters, performing wet tapping on a charged water system.
- 3.6 Performing activities associated with fire hydrant and watermain valve operation and maintenance.
- 3.7 Controlling system flows and pressure, performing system isolations and re-pressurizations and coordinating system functions with Region of Niagara Licensed Operators where required.
- 3.8 Completes tasks associated with the operation and maintenance of the bulk water filling station and small drinking water systems.
- 3.9 Performs maintenance checks, operational checks and water quality sampling, evaluating the results and adjusting where required.
- 3.10 Carrying out corrective actions in response to adverse water quality incidents or equipment alarms including providing the required notification/reports to the appropriate agencies.
- 3.11 Provides supervision for Operators in Training when they are performing Operator Functions.
- 3.12 Provides supervision and monitoring over work being performed by non-licensed persons and contractors that would normally require a Licensed Water Operator.
- 3.13 Act as the Operator in Charge where designated by the Environmental Services Supervisor or designate.
- 3.14 Act as the back-up Overall Responsible Operator where designated by the Environmental Services Supervisor or designate.
- 3.15 Operate in accordance with the Safe Drinking Water Act, 2002, Ontario Regulation 170/03 and 128/04, other applicable legislation, Town by-laws, policies, procedures and guidelines.

4. Equipment Operation (5%)

- 4.1 Performs heavy equipment operations within the Environmental Services Division including the operation of combination sewer cleaner/hydro vacuum trucks, dump trucks and all other heavy equipment requiring specialized training and/or licenses.
- 4.2 May be required to operate backhoe (front bucket only) to perform routine tasks.

- 4.3 Responsible for ensuring all excavations, trenching and work performed around and within the work site are carried out in accordance with the Occupational Health and Safety Act and Regulations for Construction Projects.

5. Other (5%)

- 5.1 In the absence of the Meter Reader or as otherwise directed, cover all roles and responsibilities, including meter reading, final meter reads, pick-up/drop-off of interoffice and post office mail.
- 5.2 Completes all required documentation and reporting as required by Town policies and procedures as well as the Highway Traffic Act, including Circle Checks, Equipment use logs, Hours of service logs, timesheets, etc.
- 5.3 Responsible for completing utility locate activities associated with the Town's underground infrastructure, include locating drinking water system infrastructure (watermain, water services, valves, curb stops, etc.) and storm sewer and wastewater infrastructure (sewers mains, sewer laterals, etc.) to prevent damage during excavation.
- 5.4 Aides in operating the Town's winter maintenance equipment when required.
- 5.5 Work in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies, procedures and guidelines.
- 5.6 Assist with other duties within the Environmental Services or Transportation Services sections as assigned.
- 5.7 Other related duties, as assigned

The successful candidate will possess the following:

Education

- Secondary school diploma.

License, Registration and Training

- Meter Installer License/Certificate
- Licensed Drinking Water Operator Certificate - Class 1 required.
- Licensed Wastewater Operator Certificate - Class 1 required.
- OTM Book 7 – Traffic Control Training.
- Confined Space Entry Training.
- Standard First Aid and CPR Certification.
- Valid Class "D" Drivers' License with "Z" endorsement for air brakes with a clean driving record.

Experience

- Five (5) years of progressive experience in water and wastewater maintenance.
- Three (3) years of related experience in staff supervision or providing work direction.
- Previous experience operating a backhoe for excavation is preferred.

Knowledge/Skills/Abilities

- Good organizational and time management skills.
- Able to work independently and as a team.
- Good written and verbal communication skills.

- Strong customer service skills.
- Computer literate and ability to use various software applications including Microsoft applications.
- Able to perform manual labour duties for the duration of the shift.
- High degree of analytical skills in assessing and determining job and task requirements.
- Able to prioritize and work with anticipated deadlines.
- Technical ability to operate heavy equipment including dump truck, loader, winter equipment.
- Able to operate a combination sewer cleaner/hydro vacuum truck.
- Working knowledge of the Occupational Health & Safety Act.

A combination of education, training, and experience may be considered.