



Township of Bonnechere Valley

Job Description

Position:	Manager
Reports to:	Chief Administrative Officer
Department:	Water and Wastewater Department
Date:	August 2026

Position Summary

Under the direction of the Chief Administrative Officer, the Manager of the Water and Wastewater Department has the overall responsibility for the administration, staffing, operation and maintenance of the Village of Eganville Water Treatment Plant, Water Standpipe and Distribution System, Wastewater Treatment Plant, Biosolids Dewatering Facility, Wastewater Pumping Stations, Wastewater Collection System and all related infrastructure. This position also performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Federal, Provincial and Municipal Acts and is consistent with the Operational policies of the Township of Bonnechere Valley.

Position Responsibilities

- Manages and oversees the administration, staffing, operation and maintenance of the Village of Eganville Water Treatment Plant, Water Standpipe and Distribution System, Wastewater Treatment Plant, Biosolids Dewatering Facility, Wastewater Pumping Stations, Wastewater Collection System and all related infrastructure.
- Prepares Water and Wastewater Department's annual budget for Council approval.
- Accountable for the management of the annual budget.
- Manages the requisitioning and purchasing of services, equipment and supplies in accordance with municipal purchasing policies.
- Manages employee issues such as hiring, disciplinary matters, performance evaluation, overtime approval, on-call scheduling.
- Ensures all Departmental policies and procedures are followed by employees.
- Participates in monthly meetings of Department Heads.
- Presents monthly operational report to Public Works Committee.
- Prepares and submits reports to regulatory authorities and CAO as required.
- Maintains necessary certification and licensing for all facilities.
- Acquires Consulting Engineering services as required.
- Provides project management as required.
- Ensures that there is adequate coverage of water and wastewater system operations by employees who are certified to the level required for the operation.

- Establishes and assigns “on-call” duties to qualified staff.
- Undertakes the responsibility as the designated “Overall Responsible Operator” (ORO) and when absent designate an alternate.
- Designates the “Operator in Charge” (OIC) for both water and wastewater systems.
- Ensures all employees maintain their required certification with regards to both operations and health and safety standards.
- Arranges staff training and certification courses as required.
- Provides “in-house” training as required.
- Operates and maintains all processes, equipment and materials associated with the treatment and distribution of water and the collection and treatment of wastewater in accordance with legislated requirements, QMS and industry standards.
- Undertakes all required monitoring, evaluate and document findings and make process changes as required.
- Plans, schedules and assigns activities associated with the operation and maintenance of the water and wastewater system.
- Reviews daily work orders and operational documentation to ensure tasks are completed in a timely and satisfactory manner.
- Ensures that all regulatory and operational requirements pertaining to the water and wastewater system operation are met or exceeded.
- Responds to public inquires and take appropriate action to resolve any issues.
- Ensures that all regulatory requirements pertaining to health and safety are met or exceeded at all times.
- Ensures all employees are fully trained, knowledgeable and compliant with all health and safety regulatory requirements at all times.
- Demonstrated working knowledge of MS Office, Asset Management, GIS and document filing.
- Ensures that a Quality Management System is in place that meets the requirements of the Drinking Water Quality Management Standard (DWQMS)

Qualifications

- A minimum of five (5) years of progressive experience with Municipal Water and Wastewater Operations
- A minimum of two (2) years of supervisory and management experience is required
- Post- Secondary Education in environmental, chemistry or trades is an asset
- Valid Driver's Licence
- Ministry of Environment, Conservation and Parks (MECP)
 - Drinking Water Operator Certification
 - Water Treatment Subsystem - Class 2
 - Water Distribution and Supply Subsystem – Class 1
 - Wastewater Operator Licence
 - Wastewater Treatment Facility – Class 2
 - Wastewater Collection Facility – Class 2

- Health and Safety Certification
 - First Aid / CPR
 - WHMIS

QMS Representative

- Standard of Care (Safe Drinking Water Act)
 - exercise the level of care, diligence and skill in respect of a municipal drinking water system that a reasonably prudent person would be expected to exercise in a similar situation; and
 - act honestly, competently and with integrity, with a view to ensuring the protection and safety of the users of the municipal drinking water system.
- Administers the Quality Management System by ensuring that processes and procedures needed for the Quality Management System are established and maintained;
- Ensures that current versions of documents required by the Quality Management System are being used at all times;
- Ensures that personnel are aware of all applicable legislative and regulatory requirements that pertain to their duties for the Eganville Drinking Water System;
- Promotes awareness of the Quality Management System throughout the Water & Wastewater Department;
- Reports to Top Management on the performance of the Quality Management System and any need for improvement;
- Provides staff with technical and administrative direction related to QMS document preparation
- Oversees QMS training for staff;
- Prepares, reviews and approves QMS documentation;
- Determines when 'Internal and/or External Audits' are required and arranges for undertaking;
- Completes and documents 'Internal Audits' as required;
- Prepares and administers Corrective Action Reports (CAR) and/or Opportunity For Improvement reports (OFI);
- Ensures 'Corrective Actions' and 'Opportunity For Improvements' are undertaken;
- Determines when 'Management Reviews' are required and arranges for meeting with 'Top Management';
- Prepares agenda and documentation for 'Management Review' meeting;
- Chairs 'Management Review' meeting and takes minutes of proceedings;
- Responsible for communication and implementation of 'Management Review' action items;
- Prepares summary report of the results of the 'Management Review' for CAO and Council;
- Maintains DWQMS accreditation with NSF International Strategic Registrations (NSF-ISR).

Core Competencies

- Communication
- Collaboration
- Problem Solving
- Adaptable

Stakeholders

Internal:

- Works with the Works Superintendent, Council and Committee members for receiving direction, reporting, briefing and making recommendations regarding departmental operations.
- Works with other municipal staff regarding joint projects and for the exchange of information.

External:

- Works with public to tactfully and politely respond to inquiries and complaints as required.
- Works with contractors, suppliers, community groups, and municipal customers.
- Works with Ministry of Environment, Conservation and Parks (MECP), Ministry of Labour, Environment and Climate Change Canada (ECCC), Transport Canada, Renfrew County and District Health Unit (RCDHU) for legislative compliance requirements.

Additional Competencies

Physical Skill and Effort

- Is in excellent physical condition, having the ability to handle occasional physical demands, heavy lifting and the operation of heavy machinery.

Environment

- Exposed to physical hazards and inclement weather conditions such as blizzards, whiteouts, ice storms, fog, and heat etc.
- Similar to other public sector positions at this level the incumbent, from time to time, is required to deal with members of the public who may become angry and agitated.

Control over Work Schedule

- May be required to work overtime and unusual work hours to handle emergencies and poor weather conditions.

Health and Safety

- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.