

**Township of Cavan Monaghan  
Job Description**

**Position: Water Wastewater Supervisor**

**Reports to: Director of Public Works**

**This Job Description is revised: January 2026**

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### **Job Summary**

#### **Water Wastewater Supervisor**

Reporting to the Director of Public Works, the Water Wastewater Supervisor will act as the Township's Overall Responsible Operator (ORO) to coordinate and supervise the day-to-day operations related to the Township's water and wastewater systems while working in compliance with all applicable regulatory requirements. The Supervisor performs and oversees maintenance, repairs, administration, and reporting tasks at and on the Millbrook Wastewater Treatment Plant (WWTP), Millbrook Sewage Pumping Station (SPS), Millbrook Water Treatment Plant (WTP), and Millbrook Water Storage Facility and Booster Station and related assets. Performs the duties and responsibilities of the Director of Public Works in their absence, with respect to water and wastewater.

### **Duties and Responsibilities**

1. Act as the Overall Responsible Operator (ORO) for the Township's Municipal Drinking Water Systems, and as the ORO for the Township's Municipal Wastewater Systems.
2. Schedule and implement short- and long-term maintenance activities, programs, and projects, based on industry best practices, in consultation with the Director of Public Works. Coordinate, review, prioritize, and complete activities and work orders related to municipal water and wastewater.
3. Review and support long term capital planning initiatives and operational budget preparation related to municipal water and wastewater, including consultation on new development and new municipal infrastructure.
4. Perform the duties and responsibilities of the Water Wastewater Operator as required.
5. Ensure that all systems and plant processes are properly monitored and controlled.
6. Monitor and interpret Supervisory Control and Data Acquisition (SCADA) system for all assigned systems to ensure that daily operations comply with and fulfill the requirements of environmental legislation, including but not limited to Municipal Drinking Water License, Permit to Take Water (PT.) and applicable Environmental Compliance Approval (ECA) in conjunction with the Water Wastewater Compliance Coordinator

7. Ensure accurate records of water and wastewater systems within the Township. Receives, inputs, and analyzes water and wastewater data/trends within the municipal system. Ensures that any data collected meets required quality standards to satisfy internal and external review.
8. Review problems with staff and provide guidance as to methods, priorities or other assistance that may be required.
9. Respond appropriately to alarms and messages generated by the Supervisory Control and Data Acquisition (SCADA) System.
10. Perform internal operational data forms for statistical input including recording all required flow readings.
11. Maintain detailed daily records of all preventative and corrective maintenance performed, in accordance with Ministry of the Environment regulations.
12. Install, replace or repair water services, hydrants, mains and other related appurtenances as required.
13. Oversee connections of new water and wastewater infrastructure to the existing systems and emergency repairs as per Provincial regulations.
14. In consultation with the Director of Public Works prepare RFP and Tender documents for projects in water/wastewater.
15. Oversee the bimonthly water wastewater meter reading and billing and respond to customer inquiries, including contacting customers regarding outstanding balances and payments.
16. Coordinate maintenance of the stormwater management system, perform inspections, organize cleaning and obtain necessary permits.
17. The Supervisor will be responsible for development charge updates and updates to master servicing plans.
18. Provide asset management update for water/wastewater infrastructure.
19. Review data entry and record keeping performed by any staff at the facilities for submission to administration for regulatory reporting.
20. Perform and assist with confined space entries, and uses self-contained breathing apparatus, as required.
21. Operate and maintain Township owned vehicles, equipment, tools, and assets.

22. Responsible for communicating directly with the general public, members of Council and/or other personnel regarding any water or wastewater matter, providing accurate information and ensuring effective management of any issues identified.
23. Obtain approval from Director of Public Works for outside services and/or contractors, as necessary.
24. Sample Small Drinking Water System's owned and operated by the Township.
25. Assist with operating and capital budgets for related assets.
26. Report suspicious or malicious activities related to SCADA and/or facilities.
27. Oversee capital or emergency projects related to construction, maintenance and repairs.
28. With respect to water and wastewater performs the duties and responsibilities of the Director of Public Works in their absence.
29. Fosters a positive work environment, continuous improvement, and customer service excellence.
30. Responsible to adhere to the Occupational Health and Safety Act and the Municipal Health and Safety Policy and any other relevant policies/legislation and to ensure that employees under his/her supervision adhere to the same.
31. Ensure all required certifications are up to date and training is completed for all staff.
32. Other duties as assigned and carries out special projects as assigned.

### **Supervision**

This position requires the incumbent to direct the work of personnel assigned by the Director of Public Works.

This position does supervise and direct the work of contractors and subtrades engaged by the municipality.

### **Work Conditions**

- The position has exposure to treatment chemicals, physical stress, working at heights, confined spaces, and all types of weather.
- Work outside normally scheduled hours, including evenings and weekends, and statutory holidays when needed to handle emergencies.
- Must be available for overtime and the ability to be on-call after regular working hours as part of a rotation. Must be able to respond to on-call within 1 hour.

- The position is physically strenuous and demanding. Must have the ability to perform manual labour, lift (up to 30 pounds), pull and manage equipment and objects.
- This position requires the transportation and handling of potentially dangerous materials.

### **Education/Experience**

- Post secondary education or equivalent in a related field with five years supervisory experience in a water distribution/wastewater collection system preferably in a municipal environment.
- Current Class 2 Water Distribution and Supply license, Class 3 Wastewater Treatment license and Class 2 Wastewater Collection license.

### **Skills/Abilities**

- Strong knowledge of the Ministry of the Environment regulatory requirements in Municipal water and wastewater systems.
- Must have a working knowledge of computers including the ability to use: SCADA, CityWide, Outlook, Excel, and Word.
- Sound knowledge of the Occupational Health and Safety Act and other relevant regulatory and legislative acts, codes, policies, guidelines and procedures related to water and wastewater operations and maintenance; health and safety procedures/WHMIS.
- Analytical, problem-solving, planning and scheduling skills required to effectively inspect, operate and monitor the facilities and processes and equipment.
- Knowledge of basic mathematics and chemistry to make calculations for chemical and operating processes.
- Ability to interpret maintenance manuals, blueprints and other technical specifications; use and storage of industrial chemicals.
- Must possess as a minimum a valid Class “G” Ontario Drivers License and maintain a satisfactory driving record.
- Ability to work in a fast-paced environment.
- Mechanically and electrically inclined.
- Good oral and written communication skills to liaise with a variety of people including

coworkers, clients, suppliers, while keeping accurate logs and writing reports.

- Ensure ORO duties have been assigned in their absence.

Please note: The above statements reflect the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational or operational requirements.

**Reviewed By:**

J. Husley  
Chief Administrative Officer

Jan 27/26  
Date

