

**Posting date:** March 29, 2023

**Job Title:** Program Lead, Water/Wastewater Condition Assessment and Analytics

**Number of Vacancies:** 1

**Posting number:** 1015

**Status:** Permanent position

**Hours of Work:** 70 hours bi-weekly

**Shift Work Required:** No

**Range of Pay:** Group 13 – \$3,630.20 to \$4,273.50 bi-weekly (subject to review)

**Start date:** To follow selection process

**Initial Reporting Location:** Frobisher

**Eligible to Work from Home:** Yes (part-time)

**Division:** Infrastructure Capital Planning

**Department:** Growth and Infrastructure

**Main Function:** This position is responsible to the Director of Infrastructure Capital Planning (ICP) to coordinate and provide guidance for operational programs and capital projects in support of both the Water/Wastewater Master Plan and the Water/Wastewater Asset Management Plan.

**Characteristic Duties:** Under the general supervision of the Director of Infrastructure Capital Planning.

1. Develop, coordinate, implement, and administer an effective business plan for the Water Wastewater Condition Assessment and Analytics Program using management tools such as the project charter, project schedule, and work breakdown structure. Communicate risk, quality, commissioning, and transition plans to stakeholders.
2. Provide regular financial, schedule, and project status reports to the Director of ICP and other key stakeholders through all phases of the asset management project to ensure compliance with the appropriate Provincial Asset Management Planning Regulation (O. Reg. 588/17).
3. Responsible for the development and implementation of projects and programs to identify and reduce Inflow and Infiltration (I/I) in the municipal sanitary sewer collection systems and leakage in the municipal water distribution systems.
4. Develop and implement condition assessment programs/information workflows for all Water/Wastewater assets.
5. Define scope of work and resource requirements (including staffing) and develop cost estimates for the projects/programs defined by the Water/Wastewater Master Plan and Water/Wastewater Asset Management Plan.
6. Assist in the preparation, coordination, and oversight of RFP's/Tenders to procure consultants and contractors as required by the program.
7. Track, document, and report on pertinent project information as defined by the project charter.
8. Collaborate with operational and capital planning staff across divisions within the Growth and Infrastructure Department to ensure projects and programs are completed effectively and objectives and outcomes are clearly communicated.
9. Assist with the completion of the updated Water/Wastewater Asset Management Plan and Water/Wastewater Master Plan.
10. Supervise program team members. Hire, develop, train, conduct performance appraisals, and issue discipline as required.
11. Act as management's representative in the grievance process as required.
12. Ensure data integration through liaison with departmental staff.
13. Conduct site visits to ensure work is consistent with project objectives, regulations, and policies.
14. Coordinate, schedule, prepare agendas, produce minutes, and chair condition assessment and analytics project meetings.
15. Identify, investigate, evaluate, and take actions necessary to mitigate project risks.
16. Approve progress payments. Process contemplated changes in project requirements (e.g., scope, schedule, quality, cost, specifications, contract terms, etc.). Manage consultant and contractor requests and inquiries in accordance with relevant City of Greater Sudbury (CGS) policies and present project issues objectively for consideration by applicable stakeholder.
17. Ensure quality control/quality assurance testing is conducted and records are maintained as part of project documentation.
18. Develop presentation materials, coordinate, and attend public consultation sessions. Liaise with affected stakeholders to discuss and resolve concerns. Mediate disputes between project participants.

19. Act as CGS's representative for project-related litigation matters. Liaise with Legal Services, Risk Management, CGS's insurance adjuster, and other stakeholders on matters relating to claims and other project disputes.
20. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable provincial legislation listed therein, ensuring due diligence is maintained.
21. Perform other duties as assigned.

**Qualifications:**

**Education and Training:**

- University degree in a related discipline from a recognized university with Canadian accreditation.
- Additional education initiatives to update and expand competencies.
- Project Management Professional (PMP) certification is an asset.

**Experience:**

- Minimum of three (3) years of directly related and responsible experience with water/wastewater infrastructure projects.
- Must have experience coordinating project delivery teams.
- Municipal and public sector experience in a unionized environment an asset.

**Or**

**Education and Training:**

- College diploma in a related discipline from a recognized community college with Canadian accreditation.
- Additional education initiatives to update and expand competencies.
- Project Management Professional (PMP) certification is an asset.

**Experience:**

- Minimum of five (5) years of directly related and responsible experience with water/wastewater infrastructure projects.
- Must have experience coordinating project delivery teams.
- Municipal and public sector experience in a unionized environment an asset.

**Knowledge of:**

- Project delivery and standardized project management methods.
- Related general civil design principles and practices on multi-discipline projects.
- Applicable legislation and regulations, as well as CGS policies and procedures.
- Best practices within areas of responsibility, including water/wastewater and asset management.
- Proven ability to work with computer software systems including project management, scheduling, word processing, spreadsheet, and database software.
- Quality control, quality assurance, project commissioning, and closeout related to projects.

**Abilities to:**

- Understand and meet the needs of stakeholders.
- Establish effective working relationships with stakeholders including staff, CGS council, contractors, consultants, external agencies, and members of the public.
- Write reports, correspondence, briefing notes, and develop presentation materials.
- Coordinate and manage the financial, human, and physical resources in an efficient and sustainable manner.
- Prepare contract documents and have an understanding of contract law.
- Manage conflict, mediate disputes, negotiate change orders, and assist in reaching consensus.
- Adjust to shifting priorities and deadlines. Balance conflicting demands from stakeholders.
- Create enthusiasm and motivation for project delivery teams to pursue CGS's service level targets.
- Identify and mitigate risks.
- Lead and participate with change management.
- Advocate, promote, and implement best practices.

**Personal Suitability:**

- Mental and physical fitness to perform essential job functions.
- Strong interpersonal skills.
- Personal commitment to address demands from internal and external stakeholders.

**Language:**

- Excellent use of English; verbally and in writing.

**Other Requirements:**

- Will require the use of a personal vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's license, have an acceptable driving record, and personal insurance coverage.

## Leadership Competencies: Tactical Implementation II

Competency	Competency Definition	Level	Level Definition
<b>Shaping the Future</b>			
Innovation	Take a creative approach to problems or issues, “think outside the box”, go beyond the conventional, and explore creative uses of resources.	4	Takes action to innovate
Judgment and Decision Making	Make sound decisions involving varied levels of complexity, ambiguity and risk.	3	Develops alternatives before making complex decisions
<b>Delivering Business Results</b>			
Collaboration	Work and communicate collaboratively within City of Greater Sudbury to create alignment within and across teams and groups.	3	Collaborates beyond one’s area
Customer/Citizen Focus	The desire to work closely with internal and external customers to meet and exceed their expectations.	3	Monitors and improves quality of customer service
Organizational Awareness	Learn and understand the key relationships, diverse interest groups and power bases within one’s own and other organizations.	3	Understands climate and culture
Planning, Coordination & Execution	Plan and coordinate work to achieve desired results on a consistent basis.	4	Plans and executes broad implementation efforts
<b>Aligning People &amp; Teams</b>			
Developing Others	The genuine intent to foster the long-term learning or development of others by recognizing and supporting their developmental interests and needs and encouraging opportunities for learning.	3	Provides feedback to encourage ongoing development
Holding Self & Others Accountable	Hold others accountable to execute to high standards of excellence and hold themselves accountable to the same or higher standard.	4	Acts to address performance issues
Leadership	Inspire others to work toward common goals by engaging and empowering them and providing clarity and direction.	3	Obtains resources and takes care of the team
<b>Enhancing Personal Effectiveness</b>			
Flexibility/Adaptability	Adapt and work effectively within a variety of situations, and with various individuals or groups.	3	Adapts approach
Interpersonal Communication	Communicate effectively by reflecting on verbal and non-verbal behaviour, being attuned to the needs, perspectives and sensitivities of others and acting with them in mind.	4	Makes insightful assessments
Managerial Courage/Integrity	Acting with integrity, ensuring one’s actions are consistent with City of Greater Sudbury’s values and expectations.	3	Is honest and candid with managers, peers or external parties
Leadership Presence	Develop and maintain a sense of presence and emotional maturity and have an inner confidence that one can succeed and overcome obstacles.	4	Demonstrates resilience

For more information on leadership competencies, please refer to our website: [www.greatersudbury.ca/jobs](http://www.greatersudbury.ca/jobs).

### How to Apply:

Please visit our website to apply: <https://myjobs.greatersudbury.ca/>

We must receive your resume before 11:59 p.m. on Tuesday, April 25, 2023. For those providing a French language resume, please also include an English version.

1. Click on the Apply for Job button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
  - .doc
  - .docx
  - .txt
  - .pdf
  - .rtf
4. Once completed, review your application and click on the Submit button.

5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

Live outside Canada or new to Canada?

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](#)

Contact Us:

For technical difficulties, issues, questions or accommodations with an application made online email [myJOBS@greatersudbury.ca](mailto:myJOBS@greatersudbury.ca)