



POSITION DESCRIPTION

Position Title:	Environmental Superintendent (Interim Position – 6 to 12 Month Term)
General Supervisor:	Operations & Infrastructure Manager
Employee Group:	Management Non-Union
Date Reviewed:	January 23, 2026

Position Summary

The Environmental Superintendent provides leadership, strategic planning, and operational oversight for the Town's water, wastewater, and solid waste services. The role ensures compliance with all applicable provincial legislation, supports asset management and long-term capital planning, supervises unionized staff and contractors, and maintains safe, reliable, and efficient municipal infrastructure.

Direction Received

- The incumbent reports to the Operations & Infrastructure Manager

Direction of Others

Reporting directly to the Environmental Superintendent are:

- Water Distribution Operators
- Water Treatment Plant Operators
- Engineering Staff members
- Private Contractors - Landfill Site and Garbage Collection and Recycling Processing Contractors.

Revenue, Asset and Expenditure Scope

Annual Operating Budget	\$2,000,000
Annual Capital Expenditure	\$500,000 – 1,500,000
Assets: Equipment and Buildings	\$10,000,000 +

General Responsibilities

Key Responsibilities

- Organizes and supervises day-to-day operations that involve the Water Treatment Plant, Waste Management system, and the Water Pollution Control Plant within Town policies and in accordance with all applicable provincial regulations and statutes.
- Assists in preparing annual operating and capital budgets, long-range planning (forecast a 5 year capital plan on an annual basis) and implementing new programs for the most efficient operation of responsibilities.
- Monitors on a regular basis the financial data pertaining to area of responsibility and provides monthly reports to the Manager of Operations & Facilities.
- Although the incumbent may delegate duties to subordinates it will remain the incumbent's responsibility to ensure these duties are carried out as directed and as per town policy.
- The incumbent will ensure customer complaints are handled as expeditiously as possible and with utmost courtesy at all times by personnel involved.
- To ensure proper reporting procedures are in place and followed and that records are kept for future reference.
- The incumbent will occasionally be required to work closely with other Superintendents, Division Managers, and Committees to provide assistance and recommendations which provide for the most efficient and harmonious interaction of the divisional requirements possible.
- Must be able to utilize the computer as a tool in the day-to-day operation such as e-mail, preparing reports, preparing spreadsheets etc.
- The Environmental Superintendent is in frequent contact with Ministry officials to enquire about annual and special funding programs and to provide information on the progress of funded projects. As grants and subsidy programs are made available, the Environmental Superintendent reviews program information to determine applicability and makes recommendation to the Manager for approval and applications. The incumbent directs preparation of technical details and studies to support funding requests and works in conjunction with Treasury staff and the Manager of Operations and Facilities to complete the information requirements of the funding agencies.
- Supervises day-to-day operations that involve inspections, repair, maintenance, excavation, installation, and construction work on the sanitary sewer collection system and the water distribution system.
- Delegates qualified personnel to perform inspections on private service connections (sanitary and water) prior to these services being put back on-line.
- Provides input into the preparation of by-laws as required
- On a day-to-day basis the Environmental superintendent will respond to complaints, reports referred by others or received directly from the public with regards to plugged sanitary house laterals, water service lines, water quality concerns, drop in water pressure and building maintenance issues.
- Monitors operation of the Water Treatment Plant, Water Pollution Control Plant and the Landfill Site in accordance with the applicable MOE Certificate of Approval (CofA) on a regular basis and is in contact with the Ministry of Environment as required to report on water treatment plant, water pollution control plant and landfill site operations.
- Responsible for the proper tendering as required. As part of process, prepares job cost estimates, examines repairs-replacement alternatives, coordinates preparation of specifications, and makes recommendations to the Division Manager regarding bid acceptance.

- Ensures private contractors meet their obligations as outlined in the terms and conditions of executed contracts and/or letter of understanding.
- Ensures all safety standards and regulations as outlined under the Occupational Health and Safety Act and applicable legislation are followed at all times.
- As maintenance jobs and activities are completed the incumbent will supply data to the Engineering staff for updating the master record drawings and information (GIS) system.
- Provides data to the Division Manager for grant applications and insurance claims.
- Schedules and conducts monthly safety meetings with crew members to ensure that all applicable legislation, regulations, rules, policies, procedures and industry standards are understood and followed.
- Assumes additional duties as required during the absence of the Manager of Operations and Facilities, Transportation Superintendent or as assigned

Education and Qualifications

Required:

- High School Diploma or General Education Diploma (GED).
- Three-year college diploma in Civil Engineering or a related field, or an equivalent combination of relevant education and work experience.
- Six to eight years of experience in maintenance, management, and supervisory roles.
- Strong communication skills are considered an asset.

Asset

- Proficiency in MS Office Suite and experience with financial systems.
- Experience managing in a unionized environment, including collective agreements, grievance resolution, and labour relations.

Knowledge, Ability & Skill

- Communicates effectively, both orally and in writing
- Demonstrates proficiency in a computerized office environment
- Experience interacting with and providing excellent service to the public
- Able to organize and complete work assignments under minimal supervision
- Demonstrates a willingness to learn and the ability to adapt and take initiative
- Demonstrates the ability to multi-task and prioritize with a high level of accuracy

Effort

- The incumbent is required to work an eight-hour day during regular business hours, with minimal out-of-town travel. They must also be available for emergency call-outs and will receive compensation for standby duty.
- Additional hours may average up to 15% beyond the regular workday, primarily related to pre-shift organizational duties.
- Approximately 50% of the workday is spent indoors in a semi-private office environment. The remaining time involves travelling to and inspecting worksites, with occasional exposure to adverse weather conditions for extended periods.
- The incumbent is frequently exposed to hazards associated with moving machinery and equipment for moderate periods while conducting worksite inspections.

Conditions of Employment

- Satisfactory Criminal Background
- Must hold a valid Ontario Class G license.