



EMPLOYMENT OPPORTUNITY

Hub Services Manager Overall Responsible Operator (ORO)

Summary:

Under the direction of the Executive Director, the **Hub Services Manager** is responsible for the overall supervision of the BTC Hub team and water and wastewater treatment facility services.

Duties:

- Supervise and manage a support staff of up to six (6) workers to administer water and wastewater services and programs to First Nation communities
- Advise First Nations on the implementation of long and short-term plans related to the delivery of safe potable water, and the safe disposal of waste water
- Ensure that all water and wastewater facilities are operated and maintained in accordance with the Canadian Drinking Water Quality and Wastewater Effluent Quality Guidelines and in Ontario, the Safe Drinking Water Act (SDWA) (O. Reg. 170/03).
- Develop and implement operations and maintenance procedures for all water and wastewater facilities in accordance with applicable regulations and standards.
- Maintain a program budget, monitor time and attendance and all reporting is completed in a timely manner.
- Ensure records are completed, review logs, reports and other record keeping mechanisms as per regulatory requirements
- Develop and implement training and development plans to ensure that all operators receive adequate training as required under Ontario Regulation 435/93
- Adhere by the Occupational health and Safety Act (Canadian Labour Code)

Qualifications:

- Class II license in Water Treatment, Water Distribution, Wastewater Treatment and Wastewater Collection
- Post-secondary education with a CET would be an asset
- Minimum 3 years' supervisory experience in water and wastewater operations
- Must have a valid Class "G" driver's license and willingness to travel to First Nation Communities

Applicants must submit a cover letter, resume and three professional references. The application must be submitted by **Wednesday, October 28, 2020 at 4:00 p.m. CST.**

Please submit applications via e-mail, mail, in person, or fax to:

**Bimose Tribal Council
Attention: Sheri Ricklefs
Human Resource Manager
598 Lakeview Drive
Kenora, ON, P9N 3P7**

Telephone: (807) 468-5551 – Fax: (807) 468-3908 – email: sricklefs@bimose.ca

Late applications will not be considered

Only those applications selected for an interview will be contacted.