

Employment Opportunity: Utility Supervisor



Utility Supervisor

February 2026

Position Title:	Utility Supervisor
Department:	Engineering and Public Works
Reports to:	Manager of Environmental Services
Direct Reports:	Utility Operators I and II
Salary Range:	Grade 4 - \$72,463-\$95,832 (non-union)
Position Type:	Permanent, Full-Time

About the Role

Reporting to the Manager of Environmental Services, the Utility Supervisor is a non-union position. This position is the DRC (Direct Responsible Charge) of the Wolfville water and wastewater systems, and is responsible for the day-to-day operations, process control decisions, and active daily supervision and the general leadership and management of junior and intermediate level utility operators.

Core Expectations of Role:

1. Operation of Treatment Equipment and Facilities

- Operate the Town's water and wastewater treatment facilities and equipment in compliance with Provincial and Federal regulations, and Town policies and procedures;
- Use and monitor SCADA equipment and control systems to monitor and regulate automated equipment;
- Monitor and inspect plant equipment and systems to detect equipment malfunctions and to ensure plant systems are operating within established parameters;
- Perform routine preventative maintenance on water and wastewater treatment and conveyance equipment (e.g., chemical injectors, ultraviolet disinfection systems, valves, regulators, pumps, blowers, aerators, screens, etc.);
- Transportation and installation of chlorine cylinders for water treatment
- Application of treatment chemicals, including testing and adjusting of chemical feed rates to ensure treated water meets all regulatory quality and safety standards;
- Conduct water and wastewater handheld monitoring tests (e.g., dissolved oxygen, residual chlorine, pH, NTU, TSS etc.);
- Sampling and instrumentation reading, including but not limited to gauge readings, data entry, mathematical calculations, and troubleshooting;
- Complete and maintain plant logs, reports, and statistics;
- Assist with Nova Scotia Environment reporting requirements;
- Perform routine preventative maintenance tasks such as cleaning and maintaining equipment, tanks, work areas, etc.;

Employment Opportunity: Utility Supervisor



- General housekeeping of facility buildings;
- Investigate chemical and hazardous waste spills that may have entered the wastewater collection system and respond to complaints from the public;
- Provide training to utility operators or other staff as required to carry out water meter readings, connections, and disconnections of water services;
- Provide training to utility operators or other staff as required to carry out replacement and repair of broken water meters.

2. System Repair and Maintenance

- Develop, deliver, and assess operating and maintenance programs in consultation with the Manager and/or Director;
- Assist the Manager and/or Director in goal setting and planning of various operational priorities and capital projects, including but not limited to task planning, pricing materials, ordering goods & services, setting up work sites, directing workers, equipment and materials;
- Assist the Manager and/or Director with the implementation of new and updated Standard Operating Procedures for treatment, distribution, and collection system facilities and equipment;
- Assist the Manager and/or Director in goal setting and planning of various operational priorities and capital projects, including but not limited to task planning, pricing materials, ordering goods & services, setting up work sites, directing workers, equipment and materials;
- Troubleshoot, repair, maintain, and monitor water distribution systems, including, but not limited to: pressure reducing and relief valves, fire hydrants, street valves, water quality sampling stations, etc.;
- Troubleshoot, repair, maintain, and monitor engineered wastewater collection system equipment, including, but not limited to: lift station pumps and related equipment,

3. Emergency and “On-call” Responsibilities

- Be available for “On-Call” after hours coverage on a rotating basis, when qualified;
- When performing “On-Call” coverage, duties include, but not limited to:
 - Respond to emergency calls (e.g., water main breaks, SCADA alarms)
 - Respond to breakdowns at treatment facilities and pumping stations
 - Respond to after-hours service calls as applicable
 - Conduct mandated weekend/holiday checks of treatment plants

4. Supervisory and Leadership Responsibilities

- Lead utility operators in scheduling and completing regular operational duties and projects to accomplish department objectives as required by the Approval, or as assigned by the Manager and/or Director;
- Monitor and approve payroll time entries, overtime, and time off requests for utility operators;
- Provide written and verbal communication as required to ensure functional operation of the utilities;
- Plan and provide training and orientation to new utility operators;
- Follow and ensure other workers follow all provincial and municipal Occupational Health and Safety policies, guidelines, and standard operating procedures;
- Assist the Manager, with staff onboarding and offboarding.
- Assist with performance reviews/interviews
- Coordinate, accessing, and processing incident reporting.

Employment Opportunity: Utility Supervisor



- Assist management with Labour Relations.

5. Other Position Responsibilities

- Coordinate and work collaboratively with Town of Wolfville management, Public Works and technical staff, and external consultants engaged in projects within the Town;
- Work with contractors, as required, during projects to ensure all requirements are met;
- Operation, maintenance and general care of service truck equipment and tools;
- Provide technical assistance and advice on new capital projects, including new construction and upgrades;
- Participate in budget planning activities for operational and capital equipment purchases, repairs, and upgrades;
- Perform the following as required for coverage, or as directed by management:
 - Inspecting new service connections to sewer and water lines;
 - Collection of water and wastewater samples for regulatory compliance or internal operational performance monitoring;
- Other related duties as assigned by the Manager and/or Director.

Qualifications and Experience

Skill/Knowledge:

- Strong knowledge and experience in water distribution/treatment and wastewater collection/treatment;
- Excellent leadership skills, interpersonal effectiveness, conflict resolution, and relationship building skills;
- Project management experience;
- Excellent communication (verbal and written) and time management skills;
- Experience supervising and managing staff and resources with the ability to work well in a collaborative team environment with both unionized and non-unionized staff;
- Computer skills, including Microsoft Office, file management, and SCADA software;
- Self-motivated and self-directed;
- Organized and detail oriented;
- Ability to deal effectively and courteously with staff, outside agencies, and the public.
- Ability to problem solve and make decisions within the authority of the position to carry out duties safely, efficiently and effectively.

Education and Training:

- High school completion (or equivalent);
- Post-secondary college or technical training and experience will be strongly considered;
- Fully certified, or immediately eligible to obtain the following Nova Scotia Environment Operator Certifications for Water and Wastewater Certification in all four disciplines.
- Nova Scotia Class 5 driver's license;
- WHIMIS, First Aid, Transportation of Dangerous Goods, Confined Space, etc.

Employment Opportunity: Utility Supervisor



Related Experience

- Five (5) years of experience in the water and wastewater treatment fields is required
- Five (5) years of experience in a municipal government setting is required.

Commitment to Equity and Inclusion

The Town of Wolfville welcomes and encourages applications from all qualified candidates, including Indigenous peoples, Black and other racialized individuals, people with disabilities, newcomers to Canada, members of 2SLGBTQIA+ communities, and others with diverse lived experiences.

If you require an accommodation at any stage of the recruitment process, please contact Barb Shaw, Accessibility Adviser at 902-679-9124 or at bshaw@wolfville.ca.

We are committed to working with applicants to meet their needs.

How to Apply

Submit your application, including a cover letter and resume by email to Karen at kouterleys@wolfville.ca with Utility Supervisor in the subject line.

Applications will be accepted until **Monday, March 16th at 4:30pm**. A full job description can be viewed on our website at www.wolfville.ca.

We thank all applicants for their interest; only those selected for an interview will be contacted.
