

## RSR Wastewater Co-operative Ltd.

<i>Section</i> <b>Personnel</b>	<i>Classification</i> <b>Policy</b>
<i>Subject</i> <b>RSR Operator-in-Charge</b>	<i>Pages</i> <b>4</b>
<i>Authority</i> <b>CHIEF ADMINISTRATIVE OFFICER</b>	<i>Effective Date</i> <b>January 1, 2024</b>
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<b>POSITION TITLE:</b>	<b>RSR Operator-in-Charge</b>
<b>REPORTS TO:</b>	<b>CHIEF ADMINISTRATIVE OFFICER</b>

### *PRIMARY ACCOUNTABILITIES*

1. Scheduling of staff to ensure proper operations and oversight of the facility.
2. Ensure operational records and databases are up to date and meeting the regulatory requirements.
3. Provide direction and supervision of all employees.
4. Provide operational coverage where required.
5. Manage inventory levels for treatment chemicals, operating supplies, lab supplies, housekeeping supplies, sampling supplies, and other required materials.
6. Work with RSR Committees and RSR Board in the development of all necessary policies and procedures required for the smooth operation of all RSR facilities and infrastructure including implementation of necessary preventative maintenance.
7. Ensure Acts, Regulations, Bylaws, Agreements, policies, and procedures are followed in the workplace.
8. Ensures regulatory sampling is performed and recorded according to the Permit to Operate.
9. Responsible for encouraging and maintaining a high level of safety and communication with all staff working under their supervision.
10. Work with RSR Committees, RSR Board, and consultants as needed to assist in capital budget project design review to ensure efficient and effective financial and operational choices are being made and considered.

- 11. Assist Red-Seine-Rat Cooperative in the creation and monitoring of annual and multi-year operating and capital budgets.
- 12. Creation, implementation, and training of Standard Operating and Safe Work Procedures.
- 13. Perform other duties as assigned.

**KEY PERFORMANCE MEASURES**

- ✓ Budget Variance, measured in dollars and percentage over or under.
- ✓ Service Quality, measured by community feedback.
- ✓ Operational Effectiveness, measured by departmental service standards.

**TECHNICAL COMPETENCIES**

- ✓ Five years of supervisory or management experience in municipal public works or facilities management.
- ✓ Successful completion of a diploma or degree in Water Resources or related field as approved by the Red-Seine-Rat Cooperative.
- ✓ Completion of an approved Wastewater Treatment course.
- ✓ Achieved, or working towards, Provincial Operator Certification in Wastewater Treatment Class 4 respectively.
- ✓ Post-secondary education in disciplines such as administrative management, leadership, or human resource management is desirable.
- ✓ Practical knowledge and experience in computer systems for business applications.
- ✓ Valid Class 5 driver's license.

**CORE COMPETENCIES**

- ✓ Integrity & Trust ..... Seen as a direct, truthful individual; widely trusted and adheres to a strong set of core values.
- ✓ Accountability ..... Understands the role of leadership; make oneself accountable to manager(s)/ supervisor(s) relating to one's work performance.
- ✓ Service Orientation ..... Demonstrates concern for meeting internal and external ratepayer's needs in a manner that provides satisfaction for the ratepayer within the resources that can be made available.

**BEHAVIOURAL COMPETENCIES**

- ✓ Command Skills ..... Demonstrates confidence in making decisions, communicating clear instructions, confronting employees, correcting behavior and encouraging team performance.
- ✓ Interpersonal Skills ..... Relates well with all kinds of people, inside and outside the organization.
- ✓ Performance Management ... Develops and implements strategies that optimize individual performance within the organization by developing and using measures and rewards.
- ✓ Delegation ..... Assigns responsibility and authority as appropriate.
- ✓ Planning & Organizing ..... Is able to quickly identify what is important, establish priorities, creating work sequences in order to coordinate effort while maintaining work flow and meeting deadlines.
- ✓ Budget Formation ..... Compiles, analyzes and summarizes probable financial income and expenditures, and allocates funds for a specific purpose within a given time frame.
- ✓ Leadership ..... Develops and uses effective strategies, change management and interpersonal skills to influence others toward the accomplishment of identified objectives.
- ✓ Financial Management ... Can prepare, review and provide updated financial information reconciling project progress; and other financial reports as required.

**GENERAL:**

Employee is expected to work 40 hours per week and will require the employee to be on-call.

**PROBATION PERIOD**

The employee shall have a 3-month probation period if a new hire.

**PLACE OF WORK**

Work location: 329 Bronstone Drive, Niverville