



EMPLOYMENT OPPORTUNITY

Superintendent, Support Services, Wastewater Services

Temporary Full-Time | External
Wastewater Services
Competition No.: 2025-1054



www.rdn.bc.ca



rdncareers@rdn.bc.ca

SKILLS & ABILITIES

- Strong knowledge of federal and provincial wastewater management regulations and local bylaws governing municipal wastewater management.
- Knowledge of coaching, mentoring for continual improvement.
- Excellent project management skills, knowledge of budgets, contracts, and tendering procedures.

APPLICATION DETAILS

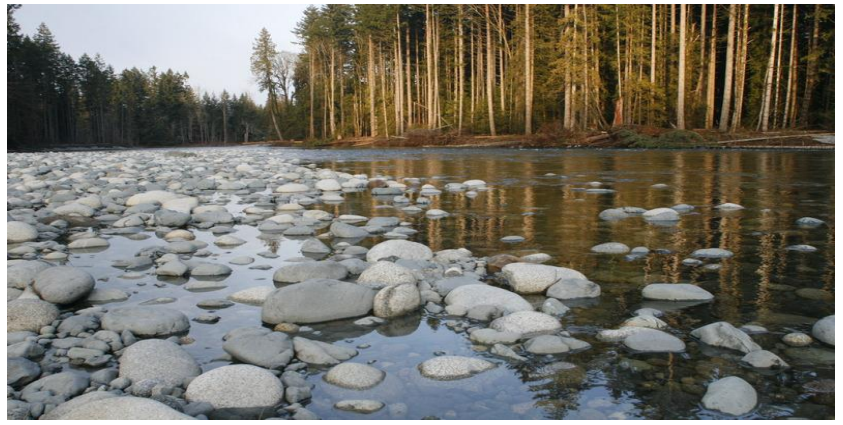
To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1054 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:
4:00 pm, on March 28, 2025.**

Date posted: March 21, 2025.

A Criminal Record Check is a condition of employment with the Regional District of Nanaimo.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.



ABOUT THE ROLE

The Regional District of Nanaimo is seeking a temporary full-time Superintendent, Support Services, Wastewater Services, with Wastewater Services based out of the Southern and Northern Communities' work sites.

Reporting to the Manager of Wastewater Services (MWWS), the Superintendent, Support Services is responsible for ensuring the key Wastewater Services programs and operational support initiatives are met. This position is responsible for the planning, implementing, monitoring and review of communication, education and outreach programs, compliance systems, and service programs. The Superintendent is a key driver for continuous program and administration improvement and provides leadership direction to the support services administrative and laboratory teams.

As an essential service provider, the Superintendent, Support Services provides operational support for the department responding to emergencies as required.

QUALIFICATIONS

Qualifications include an undergraduate degree in Environmental Studies, Sciences, Engineering or a related field, plus seven years of experience leading administrative and/or laboratory-focused teams, including planning, implementing, and managing programs and systems or a similar role, including two years experience in a supervisory role. Experience working in public sector infrastructure, industrial operations and in a unionized environment is an asset.

POSITION DETAILS

This is a temporary full-time exempt position for a period of **12 months**, offering 35 hours per week with a salary range of \$109,838 to \$122,042. This position offers a competitive benefits package, including the option to participate in the RDN's flex days program. *This salary is based on the 2024 exempt management salary structure and does not reflect the results of the salary review that is currently underway in accordance with the exempt compensation policy.*

POSITION TITLE: Superintendent, Support Services, Wastewater Services

REPORTS TO: Manager, Wastewater Services

DIRECT REPORTS: Wastewater Program Coordinator (3)

Chief Laboratory Technician

Special Projects Coordinator

POSITION SUMMARY

Reporting to the Manager of Wastewater Services (MWWS), the Superintendent, Support Services is responsible for ensuring the key Wastewater Services programs and operational support initiatives are met. This position is responsible for the planning, implementing, monitoring and review of communication, education and outreach programs, compliance systems, and service programs. The Superintendent is a key driver for continuous program and administration improvement and provides leadership direction to the support services administrative and laboratory teams.

As an essential service provider, the Superintendent, Support Services provides operational support for the department responding to emergencies as required.

PRIMARY DUTIES AND RESPONSIBILITIES

- Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and promotes a safe work environment.
- Implements, monitors, and leads Wastewater Services (WWS) guiding and support plans and programs including but not limited to:
 - Communication and Engagement Programs
 - Liquid Waste Management Plan (LWMP)
 - Education and Outreach Programs
 - Inflow and Infiltration Reduction Program
 - Source Control Program
 - Biosolids Management Program
 - Septage Hauling Program
 - Environmental Management System
 - Lab Accreditation and ISO 17025 Quality Control and Assurance Programs
 - WWS Bylaws including Developmental Cost Charges
 - Permit Applications
- Leads the department communications and relationship development internally, inter-departmentally and externally.
- Provides recommendations to the manager, department, or corporate level to improve support programs.
- Keeps up with best practices and legislative changes pertinent to the support services programs and updates training, documentation, programs or policies as required.
- Assists in the procurement of and manage, when required, contractors/consultants.
- Supports the development, review and/or revision of WWS Bylaws. Writes and updates as requested.
- Leads the WWS LWMP Committee and W3C Committee with support from the WWS Coordinator – Communications.
- Fosters an inclusive organizational strategy, maintains supportive and collaborative working environments, and structures a system to maximize personnel and organizational effectiveness.

Job Description

- Promotes effective implementation of corporate and departmental initiatives.
- Supports the development and management of annual work plans and budgets for Wastewater Services.
- Plans, organizes, supervises, and directs unionized WWS laboratory and administrative support staff with schedules, assignment of responsibilities, adherence to policies/procedures, leave requests, training and development, and performance management.
- Promotes and enforces compliance with health and safety regulations and safe work practices within the Department's facilities and personnel. Takes responsibility for correcting unsafe conditions and practices within the administrative and laboratory teams.
- Leads in the selection, evaluation, and discipline of assigned personnel. Provides recommendations with respect to work standards and staffing levels.
- Responds to employee concerns, participates in investigations, and represents the Employer in grievance procedures under the Collective Agreement. Consults with the Manager of Wastewater Services on labour relations issues.
- Understands, and guides the Department's ISO 14001 Environmental Management System (EMS) and the laboratory ISO 17025 Quality Control and Assurance Program by identifying and implementing corrective and preventive actions and reviewing activities on a regular basis.
- Works as a leader, facilitator, and consensus builder to coordinate the function of various departments to provide the services required to support WWS.
- Prepares reports and recommendations to the Manager of Wastewater Services for consideration by the LWMP Committee, the Electoral Area Services Committee, and the Board.
- Establishes and maintains an effective working relationship with the appropriate Federal and Provincial Ministries, regulatory agencies, private industry, other regional districts or municipalities and community as required.
- Performs other related duties as directed by the Manager of Wastewater Services.

REQUIRED EDUCATION AND EXPERIENCE

- Undergraduate degree in Environmental Studies, Sciences, Engineering, or related field.
- Seven years' experience leading administrative and/or laboratory focused teams, including planning, implementing, and managing programs and systems, or similar role including two years' experience in a supervisory role.
- Experience working in public sector infrastructure, industrial operations and in a unionized environment is an asset.
- A valid Class 5 BC driver's license is required.

KNOWLEDGE AND ABILITIES

- Strong knowledge of federal and provincial wastewater management regulations and local bylaws governing municipal wastewater management.
- Knowledge of coaching, mentoring for continual improvement.
- Knowledge of grant writing and procurement.
- Strong interpersonal and communication skills including technical writing, facilitating meetings, including public consultation, and the ability to influence and promote teamwork and goal completion.
- Proven skills in personnel supervision, leadership, team building and problem solving are essential to the position.
- Excellent project management skills, knowledge of budgets, contracts, and tendering procedures.
- Proven computer literacy skills.
- Ability to manage change and assist people with adapting to change.
- Ability to maintain positive internal and external working relationships, as is a demonstrated ability to plan, organize, develop, and implement projects and programs in a systematic and timely manner.