



# Job Posting

## Manager of Water Operations

**Job Posting #: 2025-10**  
**Annual Salary: \$92,802.00 - \$108,563.00**  
**Location: Hamilton Township Office**

The Township of Hamilton is a rural/urban community nestled between Lake Ontario and Rice Lake in Northumberland County, one hour east of Toronto and next door to the Town of Cobourg. With a population of approximately 11,000 residents the Township offers a delightful blend of the Oak Ridges Moraine, active farms, residential subdivisions and estates, historic villages, waterfront, and tourism.

The Township is situated within the traditional territory of the Mississauga Anishinaabeg and Chippewa nations, collectively known as the Williams Treaties First Nations. Our work on these lands respectfully acknowledges their resilience and their longstanding contributions to the area now known as the Township of Hamilton.

All positions in the Corporation of the Township of Hamilton support the Township's vision of making life better every day by creating a vibrant and sustainable township we are all proud to call home. Employees demonstrate empathy and respect in all interactions, are committed to service excellence.

As part of our mission to provide effective and efficient services to our residents, the Township is now accepting resumes from qualified applicants for the position of **Manager of Water Operations**.

### **What will you do:**

- Overall Responsible Operator (ORO) for the Township and the Quality Management System representative.
- Administers all requirements of the Safe Drinking Water Act, Drinking Water Quality Management Standards and other relevant provincial or federal legislation.
- Supervises staff and participates in all operational and maintenance activities of the water treatment and water distribution facilities.
- Represents the Township during all MOECC inspections or meetings.
- Schedules and coordinates preventative maintenance and equipment repairs to optimize efficiencies.
- Liaises with the Township's Public Works Department to coordinate staff for maintenance activities.
- Provides Health and Safety training related to the Water Department.
- Ensures the accurate and timely submission of all reports required by the MOECC, Council, CAO, and Director of Finance Services/Treasurer.
- Prepares and administers operating and capital budgets for all water operations.
- Evaluates and coordinates training requirements for drinking water operators to ensure all licenses remain valid.
- Maintains all databases and files related to water operations.
- Administers the Township's source protection plan and represents the Township on all related committees and working groups.
- In conjunction with consulting engineers, coordinates system improvement projects.
- Prepares and submit renewal applications for all licenses and permits.

### **What will you do – cont'd:**

- Coordinates field activities for quarterly water meter readings.
- Administers regulated requirements of small municipal non-residential systems.
- Provides supporting information for the Township's Asset Management Plan.
- Responds to requests for water servicing from developers and/or Township citizens.
- Provides information and participates in external studies such as the Financial Plan and Water Rate Study.
- Performs other duties as assigned.

### **What we expect of you:**

- A post-secondary degree or diploma in science, engineering or an environmental related field.
- Minimum Class two (2) Water Treatment Operators Certificate in good standing.
- Minimum of five (5) years' experience in Water Operations or related field.
- Demonstrated experience with Ministry Inspections and an in-depth knowledge of all relevant legislation, policies, By-laws and Regulations.
- Experience preparing and administering annual operating and capital budgets
- Ability to submit and present technical and non-technical reports to Council.
- Experience managing staff within a unionized work environment.
- Superior written, presentation and verbal skills.
- Advanced computer skills.
- A commitment to service excellence.
- Pro-active, flexible and a positive attitude.
- Contributes solutions to complex situations.
- Effective coaching, mentoring, conflict resolution and relationship management skills.
- Class "G" drivers license in good standing, have access to a reliable personal vehicle for use on corporate business and be able to provide a current acceptable driver's abstract.

**Please note:** *After reviewing the qualifications listed above, we want you to know that we understand you may not meet all the qualifications described, but we still encourage you to apply, as you may have other relevant expertise and experience that you can bring to the role.*

The Corporation of the Township of Hamilton is an Equal Opportunity Employer. For more information, please review our careers webpage.

The Corporation of the Township of Hamilton is committed to providing barrier-free and accessible employment practices in compliance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process, please make them known when contacted to schedule an interview and we will work with you to meet your needs.

**Interested applicants should forward a PDF copy of their cover letter and resume (one document preferred) in confidence to the attention of [hr@hamiltontownship.ca](mailto:hr@hamiltontownship.ca) by 4 pm on Wednesday, August 20, 2025.** While we appreciate all applications, only those to be interviewed will be contacted. We do not retain unsolicited applications.

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