

**Township of Southgate
Job Description**

Date of Update: February 2026	Team Leader – TAPS & Waterworks
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Section A: Position Description

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Job Title: Team Leader – TAPS & Waterworks	Supervisor’s Job Title: Public Works Manager – Water Operations
Standard hours of work per week: 40 hours per week	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Location of Position: Dundalk	Department/Division Environmental Services & Roads
Employment Status: Full Time Hourly Position	Pay Band: 10

2) Scope of Position (A maximum of three sentences.)

Responsible for day-to-day operations of water and sewer, and urban roads infrastructure. Assist in scheduling work and deploying staff. Ensuring safe work practices and maintenance of facilities and equipment.
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Key Responsibilities	Tasks	% of Time
Water & Wastewater	<ul style="list-style-type: none"> - Daily testing, sampling, work with labs as required. - Data recording and analyzing, including water and wastewater logs and forms, sampling schedules, reservoir cleanings, valve and hydrant documentation, etc. - Maintains, tests, and inspects all water mains, water shutoffs, hydrants, service connections & waste water collection system. - Maintain storm water systems within the urban areas of Dundalk. - Cover as scheduled after hours and weekend standby requirements for emergency service needs for the water works system. - Complete testing and maintenance of rural water systems. - DWQMS conformance with Ontario regulations and municipal policies. - Complete training courses necessary to maintain all MOE operator licenses for water and wastewater certification. - Valve and hydrant program. - Respond and address adverse water notifications. - System maintenance. - Confined space entries. - Maintain inventory and order chemicals and parts. - Appointed DMQMS internal auditor. 	45%
Roads	<ul style="list-style-type: none"> - Assess road and sidewalk conditions, dispatch work as appropriate. - Winter control and maintenance (plowing, spreading sand and salt, snow removal, snow fence erections and removal, winter damage, etc.). - Traffic protection through Book 7 traffic plans and deploying staff. - Complaint and accident documentation. - Ensure public safety and compliance of Acts and Regulations. - Coordinate locates for projects that are required. 	20%
Human Resources	<ul style="list-style-type: none"> - Assist with the scheduling of work, including on-call rotating coverage. - After hours – call in for emergencies (water main breaks, ice storms, etc.), inquiries, trouble shooting. - Conduct safety training talks. - Assist with the management of the Maple Grove Cemetery. - Assists with the management of crossing guards. - Review and approve timecards of staff in payroll system. - Ensure safe work and compliance of the Ontario Health & Safety Act. 	20%

Key Responsibilities	Tasks	% of Time
Other	<ul style="list-style-type: none"> - Act in the absence of the Public Works Manager – Water Operations. - Stay up to date with legislation and regulations and provide input into policies and procedures. - Alternate Overall Responsible Operator (ORO). - Performs all other duties as assigned by Supervisor. - Represents the Municipality when performing day-to-day duties (i.e. contact with public). 	15%

Section B: Skills

1) Formal Education and External Training

<p>Highest level required</p> <p><input checked="" type="checkbox"/> High School</p> <p><input type="checkbox"/> Vocational School</p> <p><input type="checkbox"/> Community College</p> <p><input type="checkbox"/> University Degree</p> <p><input type="checkbox"/> Individual Courses</p> <p><input checked="" type="checkbox"/> License or Professional Designation</p>	<p>Specific Specialty or Degree? (List)</p> <p>High School Diploma</p> <p>Water, Waste Water licenses. DZ Driver's licence. Certified Road Supervisor an asset</p>
<p>Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Discuss:</p> <ul style="list-style-type: none"> • 35 hours of Annual Water Training • Other training and conferences required for the position. 	

2) Required On-The-Job Training

Specific Internal Training	Months to Complete
Water training courses, conferences.	Ongoing
SCADA	35 hours annually for water training
Wastewater	Annually
Surface miner	Within 1 year
Safety equipment – retrieval system.	Within 1 year
Book 7 traffic control	Within 1 year
Health & Safety Supervisor Training	1 month
DWQMS Internal Auditor Training	6 months

3) Work Experience

Experience	Minimum Years Required
- Heavy equipment operating.	2 years
- Water and wastewater system.	2 – 3 years
- Day-to-day operations and situations.	2 years
- Assessing road conditions.	2 years
- Supervisor experience.	An asset

4) Other Key Skills:

<ul style="list-style-type: none"> - Road school – T. J. Mahoney, Anderson courses. - Analyze SCADA data. - Neptune water meter collection system - Computer. - Good communication skills. - Good organization and analytical skills. - Good people & time management skills.
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5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.)	Continuously		In person and phone.
Co-workers (other depts.)	Occasionally		
Supervisor (your dept.)	Frequently		
Supervisor (other dept.)	Occasionally		
Dept. Head (your dept.)	Frequently		
Dept. Head (other depts.)	Occasionally		
Staff (other municipalities)	Seldom		
Administrator	Seldom		

External Contacts	Frequency	Purpose	Method	
Ratepayers	Frequently	Complaint handling, investigation and resolution directly or through management.	Phone, e-mail person	
Children/Students	Frequently			
Seniors	Frequently			
Suppliers	Occasionally			
General Public	Frequently			
Business Representatives	Occasionally			Phone, fax
Consultants, Engineers, Planners	Occasionally			
Auditors	N/A			
Solicitors	N/A			In person
Funding Organizations	N/A			
Government Officials	Seldom			In person, phone
Boards	N/A			
Council (your own)	Seldom			In person, phone.
Council (other municipalities)	N/A			
Media				
Ratepayers group	Seldom			
Other: Specify Below				
SCADA & PLC programmer.	Frequently	Relay information pertaining to how wells and equipment are functioning.		
MOE and MOH	Occasionally	Adverse water notification		
Ratepayers, public	Frequently	Inquiries, surveys		
Suppliers & Contractors	Occasionally	Orders – work to be carried out.		
Engineers	Occasionally	Trouble shooting.		
Interpersonal skills:				
<ul style="list-style-type: none"> - Being knowledgeable on topics and conveying the facts and figures as being creditable to the situation. - Compromising to find solutions to problems and conflicts. - Assist with enforcement of By-laws; i.e. water conservation ban, winter parking, etc. - Dealing with public. 				

6) Decision Making

<ul style="list-style-type: none"> - Policies and procedures input. - Recommendations to PW Manager – Water Operations. - Work with engineers, consultants, SCADA programmer, contractors, etc. while working on projects and maintenance activities. - Water quality indicators. - Call in staff and equipment. - Input into budget preparation and project needs. - Prioritizing work loads.

7) Problem Solving Responsibilities

- Well alarms.
- Lagoon filter – changing conditions and seasons.
- Drainage issues.
- Respond and call in workers when needed for emergencies, water main breaks, and ice storms.
- Water quality inquiries – investigate, educate, trouble shoot.
- Ratepayer’s complaints.

8) Equipment & Technology Utilized

- SCADA system, PLC’s.
- GPS.
- Valve exercising tool with software.
- Calibrate analyzers and hand held meters
- Heavy equipment and trucks.
- Computer.
- Leak detection.

Section C: Responsibility

1) Program Delivery

- Teach other staff how to use new programs and new equipment. Train operators to achieve licensing.
- Schedule work of others.
- Ensure safety devices on roads are properly in place including sign installation and maintenance, guidepost repair, etc.

2) Impact and Accountabilities

- Water operators must ensure the safety of public.
- Ensure proper due diligence in the testing of the water and the operating systems.
- Responsibilities – To provide safe drinking water and manage the wastewater disposal system.
- Represents the Township and the public in all aspects of safe water production and supply.
- Errors in judgment and mistakes can impact health and safety of public.
- Held accountable by Ministry of Environment water regulations for ensuring safety of public drinking water.

3) Supervision

Direct Subordinates – Job Titles	Number of Staff
- TAPS & ES Operator / Labourer	4-5
- Seasonal operators	3-5
Indirect Subordinates – Job Titles	Number of Staff
- Operator / Labourer – for snow removal, tree removal and water main breaks.	1 to 5
- School Crossing Guard	2
- Cemetery Caretaker	1
Provides training/instruction to others – Job Titles	Number of Staff

4) Material and Information Resources

<ul style="list-style-type: none"> - Ensure regulations are met for Ministry of Environment. - Shared information for upcoming projects and development. - Work directives. - Program Logic Controller data and SCADA systems monitoring.

5) Financial Resources

<ul style="list-style-type: none"> - Some financial records/transactions - participate preliminary in budget discussions/proposals.
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Section D: Working Conditions

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting			X		
Standing			X		
Noise Exposure				X	
Adverse Temperature					X
Pushing/Pulling			X		
Lifting/Carrying				X	
Dust			X		
Odours					X
Other (Specify) Physical Aspects Confined space entry			X		

2) Health & Safety Hazards

- Handling chemicals or caustic substances – chlorine, alum, and caustic soda.
- Dealing with animals – rabies.
- Wastewater – many pathogens; hepatitis, HIV, etc.
- Working in confined spaces.
- Trench work.
- Extreme weather conditions – emergency work – ice storms, flooding and watermain breaks.

Health and Safety Responsibilities

- Responsible for ensuring subordinates work safely by following rules, training, and discipline as required.
- Answer or getting answers to questions related to health and safety; adhering to internal health and safety policies to ensure a healthy and safe environment.
- Safety of drinking water in Dundalk and in rural centres.
- Meetings prior to work commencing; i.e. traffic protection, tailgate safety talks, etc.

3) Travel

- Within the municipality during most workdays.
- Outside the municipality infrequently for training courses.

4) Driving

- Takes patrol truck to check streets, travel to wells, lagoon and work sites as required in the municipality.
- Other equipment to maintain roads and provide municipal services as required.

5) Mental Environment

- Dealing with customers – doubting integrity of water supply, water conservation ban, and general concerns.

Section E: Effort

1) Mental Effort

- Water quality regulation requirements of sampling and testing on a scheduled basis for multiple parameters.
- Snow plowing – vehicles, pedestrians, obstacles, traffic, weather conditions.
- Well alarms – calls at home from operators – trouble shooting.
- Frequently – from task to task – interrupted or distracted. Responding to calls on demand.
- Analyzing SCADA data.
- Some complex information and problems

2) Physical Effort

- Long hours – i.e. - water main breaks.
- Lifting heavy objects.
- Working in confined space entries.

Section F: Additional Information

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____
Signature

Date Completed: _____