



A Natural Attraction

**Public Works & Environmental Services Department
(Water and Wastewater Division)
Accepting applications for position of**

Quality Management Technician

The City of Quinte West is currently inviting applications for the position of Quality Management Technician in the Public Works & Environmental Services Department.

Reporting to the Manager of Water and Wastewater Services, the position supports sound analysis of operational models and practices to support improvement in service delivery. The position supports analysis to highlight areas that need to be fully integrated from a system development perspective with respect to the design and development of new programs by providing quality assurance measures and benchmarks to indicate the effectiveness of service delivery.

You will be responsible to provide overall co-ordination and maintenance of the maintenance management program including opening and closing of works orders and distributing same to the ORO's for direct assignment. It is expected the position will follow up on scheduled work with staff to ensure that work orders are being completed along with providing input into development of appropriate areas of the department budget and maintaining up to date asset inventory and maintenance procedures for all equipment. You will be required to draft reports as requested by the Manager and assist with Quality Management System and Compliance related items as assigned. This may include conducting QMS audits, maintaining training records, and preparation reports.

You will also be required to assist in coordinating the release of information for all reporting requirements to the Ministry of the Environment and related documentation as well as ensure coordination of information for the department including: security access, collection and analysis of data, retention and destruction of records. The position also provides support in Continuous Quality Improvement (CQI) processes with respect to Ministry of Environment and other related legislation.

You will provide consistent support to the Manager for reviewing invoices, coding invoices and follow up with vendors as necessary. Maintenance of invoice files for Capital projects and critical operational expenditures as well as direct follow up with operations staff and ORO's to ensure the purchasing documentation is completed properly. The position assists the Manager with the development of the scope of work for the various tenders, RFP's and quotations, capital project implementation, record keeping and budget tracking and supports the education and training of staff in the area of legislation pertaining to Water and Wastewater Services as well as supporting the Manager with the delivery of the Health and Safety program for the department.

The preferred candidate will have a Minimum Grade 12 and a Two (2) year Community College Diploma – Environmental or Chemical Technician, Valid OIT for Water and Wastewater Treatment facilities and Comprehensive knowledge of applicable legislation and regulations ie. OHSA, SWDA, Sustainable Water & Sewer Act. Proven interpersonal skills proven time management skills and the ability to manage several projects simultaneously proven analytical and problem solving skills s critical along with sound technical and administrative skills. The successful candidate must have a Valid Class G Driver's Licence and safe driving record. Demonstrated understanding of water and wastewater treatment systems in a municipal environment Computer and record keeping skills as well as proven ability to use corporate standard software and/or department specific software to accomplish job responsibilities ie Excel, Word, Office is required. A minimum of two (2) year's experience in the field of water treatment and wastewater treatment systems is required. Experience in quality management and continuous quality improvement systems an asset.

Remuneration: 2012 CUPE Job Rate is Step One of Band Six, \$20.96/hour. The City offers an attractive benefits package. A job description is available upon request.

Qualified applicants are invited to submit a resume clearly marked: "Application: Quality Management Technician, Public Works & Environmental Services Department" by 4:30p.m. Friday February 3, 2012 to the undersigned:

**Tim Osborne, CMM III
Human Resources Specialist
Manager of Human Resources
City of Quinte West**

**Email: timo@quintewest.ca
www.quintewest.ca**

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.