
Position Title: **Manager, Hydrometric Program**
Organizational Unit: Hydrology & Groundwater Services
Division: Technical Services
Location: Moose Jaw, SK
Salary: \$7,467- \$9,334 (Management Class 7)
Competition #: WSA-18-2017/18
Apply by: **5:00 PM August 23, 2017**

Short Description:

Reporting to the Director, Hydrology and Groundwater Services, an employee in this job will manage the Hydrometric Program comprising a group of technical staff who are responsible for collecting, calculating and distributing accurate, timely hydrometric information to the public and WSA across the Province for use in water supply and stream flow forecasting, structure operations, and assessment of watershed and project hydrology. In addition, this employee will ensure that WSA is striving to meet National Standards for the hydrometric program and will coordinate the provincial program within the Canada-Saskatchewan Hydrometric Program partnership.

Direct Reports:

Technologist, Hydrometric Operations
Senior Technologist, Hydrometric Operations
Supervisor, Hydrometric Data Quality Control
Supervisor, Hydrometric Infrastructure Operations & Maintenance

Number of Persons Reporting to Job:

Direct Reports: 2
Indirect Reports: 4

Key Duties and Responsibilities:

- 20% Manage the Hydrometric Program staff ensuring that related activities are provided in a timely and efficient manner; prioritize, assign and review the work of the staff for accuracy and completeness; review staff performance and recommend increment award, required training and/or if required, disciplinary action; and assist in position interviews for new and/or existing jobs including recommending position award.
- 20% Manage the operation and maintenance of the hydrometric network and database to ensure hydrometric data is collected, stored, recorded and distributed in accordance with established procedures; assist in the coordination of the administration of the Canada/Saskatchewan hydrometric agreement; develop and implement procedures for the collection, storage and distribution of hydrometric data; oversee the archiving and publication of hydrometric data; and research and implement new technologies and procedures to improve data quality, access, or reliability and program efficiency.
- 10% Coordinate and over see the life cycle management of hydrometric stations and equipment and establish, track and control operating and capital budgets.

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Out-of-Scope

- 10% Oversee the construction, and operation and maintenance programs to ensure that the hydrometric infrastructure works are operational as required and operated and maintained in a safe, timely and efficient manner in accordance with established engineering practices and procedures.
- 10% Manage the hydrometric occupational health and safety program by ensuring adherence to safety procedures, policies, and regulations to minimize real and potential hazards/risk to personal health and safety; work with the Program Manager, Occupational Health and Safety to ensure the content and delivery of the hydrometric occupational health and safety program meets all legislative requirements and is consistent with WSA policy; communicate with staff, other organizational units, external agencies, contractors and/or suppliers with respect to hydrometric infrastructure management program matters of joint interest; and undertake other work as required.
- 10% Coordinate training program with appropriate supervisors and where possible coordinate training opportunities with WSA and Water Survey of Canada staff.
- 10% Represent the province on technical committees regarding the collection, calculation and distribution of hydrometric and meteorologic data and other inter-agency committees regarding water management issues.
- 10% Acquire, develop, maintain and apply information technology applications and systems required for accessing near real-time hydrometric and meteorological data and acquire, develop and maintain database programs required for the hydrometric program.

Educational and Experience Requirements and Technical Qualifications:

Degree in Engineering or related discipline, a licence to practice professional engineering from the Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS), and 8 years of progressively more responsible directly related experience in hydrologic and watershed analysis, and in assessment of river, lake and reservoir hydraulics, flood forecasting and infrastructure management.

Amount of experience typically required in this job to become fully competent, assuming both the education level required and the prior experiences are present - 2 years.

Job Complexities/Challenges:

Know How:

This employee requires extensive knowledge and skill and engineering experience. This is a management job requiring sound technical, administrative and supervisory expertise and a demonstrated ability to apply a high degree of judgement and discretion in a variety of situations. This employee requires a command of engineering theory as related to the flow and measurement of water and principles and involved. This employee must be aware of other activities within the work area and organize work accordingly.

This employee requires an understanding of human behaviour and those factors that influence or cause behaviour change. Knowledge and skills are required to be kept current by staying abreast of developments and technological innovations in the field.

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Out-of-Scope

Problem Solving:

Problems are difficult and, at times, highly complex requiring the application of specific professional discipline practices and principles. Work involves thinking within a well defined frame of reference and towards specific objectives. Policies and principles are clearly defined. This employee has significant latitude in solving problems and must consider various possible courses of action and consider the consequences before recommending problem solutions. Establishing effective partnerships and communication processes are required.

Accountability:

The employee is responsible for the day to day function of the hydrometric program unit. This employee is expected to provide significant advice, information and/or analysis which have significant impact on decision making. There is a requirement to routinely work independently in the completion of tasks to ensure program objectives are met recognizing availability of resources and budget limitations and manage, provide direction to and motivate staff and/or team members as required.

This job is subject to general practices and procedures covered by functional precedents and defined policies. The employee will be expected to act as WSA's representative on certain issues. Working with others involves understanding, tact and motivation skills as the incumbent will be required to deal frequently with other staff, the public and industry representatives in providing and receiving information.

Working Conditions:

Work is normally performed in an office environment. Some travel is required which results in short stays away from headquarters. During extreme runoff events, there is often a need to work outside normal business hours.

There is exposure to high work load volumes, constant interruptions and tight assignment deadlines during runoff and high flow events. Accuracy and detail in the completion of work is critical.

To Apply:

Please submit a cover letter quoting competition number above and a detailed résumé to:

Human Resources
Corporate Services
4th Floor, 111 Fairford Street East
Moose Jaw, Saskatchewan S6H 7X9
Fax: 306-694-3991
Email: hr@wsask.ca (Preferred method)

We would like to thank all applicants for their interest; however, only those selected for an interview will be contacted. You will be evaluated on the relative degree to which you meet the knowledge, skills, and abilities related to the position assignment.

The Water Security Agency is an Employment Equity Employer and is committed to creating a respectful, diverse working environment.
