



A Natural Attraction

Career Profile Application Form

Quality Management Technician (16 Month Contract) Public Works and Environmental Services (PWES)

A resume and application must be submitted by email and will be accepted up to **4:30 p.m. on Friday March 15, 2019** to hr@quintewest.ca. Applicants who do not follow this direction, will not be considered.

Please Type or Print:

Name:	(First Name or name known by followed by last name)		
Address:	911 Street Address:		
	Apartment/Unit#:	PO Box:	Rural Route:
	City/ Town:		Postal Code:
Telephone:	Home:	Cell:	
	Work :		
Email Address:			

Thank you for your interest in this posting. Please read the following information to assist you with completing this document:

- You will be required to submit a **resume and application** in order to be considered for this position. You also need to include detailed information regarding your related experience.
- Failure to submit your **resume and application** will forfeit your opportunity to apply for this position.

Availability:

I am available for work:

Days Yes No

8:00 a.m. - 4:45 p.m. Yes No

Experience:

This position requires a minimum of two (2) years of experience in the field of water treatment and wastewater treatment systems. Experience in quality management and continuous quality improvement systems an asset. Do you have a minimum of two (2) years of experience in the field of water treatment and wastewater treatment systems?

- Yes No

Education/Specialized Training/Skills:

This position requires a minimum of a two (2) year Diploma in Environmental or chemical Technician or related field. Do you have a minimum of a two (2) year Diploma in Environmental or Chemical Technician?

- Yes No In Progress

Please indicate the extent of your educational experience:

- High School Certificate Diploma Degree
 Masters PhD Other: Please specify: None of the above

Do you have a demonstrated understanding of Water/Wastewater treatment systems in a municipal environment?

- Yes No In Progress

Do you have a solid understanding of the Safe Drinking Water Act?

- Yes No In Progress

Do you have a solid understanding of the Sustainable Water and Sewer Act?

- Yes No In Progress

Do you have a solid understanding of the Occupational Health and Safety Act?

- Yes No In Progress

This position requires the following skills and abilities:

	Willing	Able	Previous Work Experience
Proven Interpersonal Skills	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proven time management skills and the ability to manage several projects simultaneously	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proven analytical and problem solving skills, sound technical and admin skills	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Excellent communication skills both written and verbal	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Record keeping skills	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Computer Skills including Word and Excel	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Although not required, an asset to this position would be:

A valid Operator in Training (OIT) for Water/Wastewater Treatment facilities designation. Do you have an OIT certification?

- Yes No In Progress

Equivalency Statement:

Please indicate the amount of time you have spent doing work related to that expected in the role you are applying.

Number of Years:	Number of Months:	Job Title(s):	Employer(s):
<input type="checkbox"/> Part Time	<input type="checkbox"/> Full Time	<input type="checkbox"/> Coop/Placement	<input type="checkbox"/> Volunteer
<input type="checkbox"/> Internship	<input type="checkbox"/> Other - Please specify:		

Licence Requirements:

A valid G Driver’s Licence and safe driving record is required for this position.

Please indicate which of the following Driver’s Licence(s) you hold, if any:

- Licence Class or provincial equivalent: None of the Above “G1” “G2” “G” “A”
 “B” “C” “D” “Z”

Duties and Responsibilities:

This job requires the following. Are you willing and able to perform the following duties?

Duty	Willing	Able	Previous Work Experience
Supports sound analysis of operational models and practices to support improvement in service delivery.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supports analysis to highlight areas that need to be more fully integrated from a system development perspective.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supports the design and development of new programs by providing quality assurance measures and benchmarks to indicate the effectiveness of service delivery.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide overall co-ordination and maintenance of the maintenance management program including opening	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

and closing of work orders and distributing same to the Overall Responsible Operator (ORO's) for direct assignment. Follow up on scheduled work with staff to ensure that work orders are being completed.			
Provides input into development of appropriate areas of the department budget.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Maintain up to date asset inventory and maintenance procedures for all equipment.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Drafts reports as requested by the Manager of Water/Wastewater Services.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assists with Quality Management System (QMS) and compliance related items as assigned. This may include conducting QMS audits, maintaining training records, and preparation reports.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assists in coordinating the release of information for all reporting requirements to the Ministry of the Environment and related documentation.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assists in coordinating information for the department including: security access, collection and analysis of data, retention and destruction of records.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provides support in Continuous Quality Improvement (CQI) processes with respect to Ministry of Environment and other related legislative bodies.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide consistent support to the Manager for reviewing invoices, coding invoices and follow up with vendors as necessary. Maintaining file of invoices for Capital projects and critical operational expenditures. Follows up directly with operations staff and ORO's to ensure the purchasing documentation is completed properly.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
The position assists the Manager with the development of the scope of work for the various tenders, Request for Proposals (RFPs) and quotations, capital project implementation, record keeping and budget tracking.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supports the education and training of staff in the area of legislation pertaining to Water/Wastewater Services.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supports the Manager with the delivery of	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

the Health and Safety program for the department.			
Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Acknowledgement of Duties, Responsibilities and Other Requirements:

I acknowledge that I am aware of and in agreement to the duties, responsibilities and other job requirements as outlined above. I understand that the position is expected to be professional and take pride in their work. I understand that the duties listed above are not to be construed as all inclusive.

Yes No

I acknowledge that this is a temporary contract position.

Yes No

Decision Making

This position is responsible for providing timely and accurate information to the Manager of Water/Wastewater Services and Compliance Coordinator and responding to the direction generated by same. Judgement involving making decisions affecting the accuracy, quality and prioritization of work is required.

Yes No

Related Employment:

- Please describe in detail in the information boxes below, your top three (3) positions where you gained work experience **related** to the role you are applying for.
- Include when and where you obtained the experience (names of employers, job titles, dates in positions, your experience as it relates to the requirements based on this question and the job posting).
- If you missed including details for a given question you will not receive recognition for where have not provided an answer.

Employer:	Job Title (include employment dates):	Related Experience:

Language:

This position requires the candidate to speak, read, write and understand the English language.

Are you able to understand and willing to communicate using the English language as follows?

Speak Yes No

Read Yes No

Write Yes No

Although not required, it would be an asset to this position if the candidate was able to speak, read, write and understand the French.

Are you able to understand and willing to communicate using the French language as follows?

Speak Yes No

Read Yes No

Write Yes No

Employment Status:

Are you currently, or have you previously been employed by the City of Quinte West?

Yes, I am currently employed by the City of Quinte West.

I have previously been employed by the City of Quinte West.

No, I have not previously been employed by the City of Quinte West.

Assets:

Do you have any community service involvement or volunteer service experience? Yes No

If yes, please describe:

Seasonal/Casual Employment:

Are you a former seasonal employee, previously employed by the City of Quinte West?

Yes, I am. No, I am not.

Please note that previous seasonal/casual hires must re-apply and have received a favourable re-hire status on the end of season performance evaluation. (Information will be verified at time of consideration).

Requirements Upon Hire:

To be eligible to work in this position you must meet and fulfil the following criteria prior to the position start date:

Must be legally entitled to work in Canada. Are you legally entitled to work in Canada?

Yes No

New employees will be required to complete pre-employment medical based on the physical and/or cognitive demands required for a position.

Yes No

Because of the environment this position will be working in, should an offer be extended, prior to the first day on the job, candidates over 18 years will be required to consent to completion of a Criminal Background Check with favourable results. I am aware that successful candidates will be required to complete a criminal background check with favourable results prior to commencement of employment.

Yes No

Have you ever been convicted of a crime for which a pardon was not granted?

Yes No

Must be in possession of and present an official Social Insurance Number at time of hire.

Yes No

For those positions that require a valid Driver's Licence, candidates will be required to consent to the running of and favourable results of a Driver's Abstract in good standing.

Yes No

New employees will be required to complete Health & Safety and other mandatory training on or before their first day of employment, and that other training (including Health & Safety policies) and job specific training will also be required?

Yes No

Please submit only this application form and your resume. Do not include copies of transcripts, licences, certificates, vulnerable sector checks, criminal background checks, Social Insurance Numbers, references, etc.

Yes, I understand that I am only to submit this application and my resume at this time.

Where did you first become aware of this job opening?

- The City of Quinte West website at www.quintewest.ca
- Through our job subscription (signed up for notification when a job was posted)?
- Through <https://www.facebook.com/>
- Through Twitter: <https://twitter.com/>
- Through www.indeed.ca
- Through a newspaper ad. If yes, which one?
- Through a referral? If yes, who:
- Through another source? If yes, where/who:

Disclaimer:

I am aware that 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.

Yes

I am aware that, in accordance with the Accessibility for Ontarians with Disabilities Act, the City of Quinte West is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. I am aware that I am to call 613-392-2841 (4515) or email the above if I require an accommodation to ensure participation in the recruitment and selection process.

Yes

Certification of Application:

I certify that the information contained in this application is true and complete to my knowledge. I understand that a false statement may disqualify me from my employment or cause my dismissal.

Yes

Completed by: (block letters):

Signature

Date completed: