



Town of Rocky Mountain House
POSITION DESCRIPTION FOR:
PW OP2/ Distribution Collection Operator

Department:	Engineering & Operations	Effective Date:	May 26, 2022
Reports To:	Operations – Manager		

General Accountability:

The PW OP2/ Distribution Collection Operator is responsible, under the direction of the Operations Manager for the daily operation, repair and maintenance of the Town’s Class II Water Distribution System and Hydrants; Class II Wastewater Collection System and Lift Stations; and Storm Sewer System and Lift Station. This position also assists with other Town Infrastructure which includes a network of Roads, Sidewalks, and Traffic Control Devices; a Class III Water Treatment Plant; and a Class I Wastewater Treatment Facility. The position may include the supervision of permanent and seasonal staff involved in related functions as required.

Core Duties:

- Repair, maintenance and replacement of the Water Distribution, Wastewater and Stormwater Collection systems and their appurtenances, in accordance with Environmental Protection Standards; Town policy, procedures and License to Operate; and best industry practices.
- Prioritize and recommend rehabilitative action when system deficiencies are encountered. Propose alternative solutions where appropriate.
- Utilize experience to ensure that appropriate restoration of system deficiencies occurs, through the provision of guidance or assistance to other staff engaged in repairs.
- Propose projects for management consideration in advance of the annual Budget and Capital Plan preparation process.
- Repair, maintenance and replacement of the roads, curbs, and gutters, sidewalks and traffic control devices that comprise the Transportation network, in accordance with Town policy and procedures, design guidelines, TAC standards and best industry practices.
- Assist in the acquisition of materials, including specification development and research as required.
- Operation of vehicles and equipment in a professional manner, with due regard for co-workers and the public. Ensure that prescribed safety and maintenance checks are adhered to and that vehicles are kept clean.
- Safe handling and use of power and non-power tools and equipment.
- Maintain accurate records of all aspects of system repair and maintenance, for records management and planning purposes.
- Gather relevant field information on system attributes, including valves, hydrants, meters, manholes, catch basins & culverts, to enable the creation and maintenance of database and map inventories.
- Utilize experience to ensure that appropriate restoration of system deficiencies occurs, through the provision of guidance or assistance to other staff engaged in repairs.
- Recommend appropriate procedural changes, to standard maintenance activities based on experience, where efficiency, life cycle extension or safety can be improved.
- Assist in the development and maintenance of database and map inventories.
- When directed, supervise the daily activities of seasonal staff involved in related functions.
- Promote the Town and the Department in a positive manner when dealing with the public.
- Maintain accurate and legible recording of time, fleet unit utilization, contract services and materials on assigned projects.

- Ensure that experience remains current through awareness of new developments in the industry, pursuing relevant training opportunities and upgrading as required.
- Assist in snow removal, running equipment
- Actively participate in the Health & Safety program.
- Participate in an after-hours on-call system as determined by the Operations Manager and approved by the Director.
- Participate in a shift schedule or work overtime as required.
- Perform other duties as assigned related to the function of the department.

Support to others

- Works closely with Parks, Roads, Water Treatment and Airport staff.
- Routinely provides assistance to other departments as required.
- Interfaces with plumbers, contractors, and consultants on behalf of the Town.
- Provides information to regulatory bodies including Alberta Environment and Parks, Public Health and Environment Canada.

Health and Safety:

- Required to review the Town of Rocky Mountain House Health & Safety manual on a regular basis and adhere to the manual.
- Participate in the Health & Safety training, meetings and reporting.
- Instruct, supervise, inform and train subordinate staff with the Town's Health and Safety program and Occupational Health and Safety Act.
- Provide hands-on training and frontline leadership to staff.

Reports To:

- Operations – Manager

Minimal Qualifications:

- High School Diploma or equivalent
- Valid Driver's License, Class 3 with Air Endorsement (Q)
- Alberta Environment and Parks Level II in Water Distribution
- Alberta Environment and Parks Level II in Wastewater Collection
- Alberta Environment and Parks Level I in Wastewater Treatment
- Heavy Equipment Experience
- Have, or willing to obtain: Ground Disturbance, WHIMIS, Trenching and Excavation, Confined Space, First Aid w/CPR.

Guidance Received:

Directives, manuals, regulations, ordinances or other written guidelines used regularly by this position are:

- *Province of Alberta Municipal Government Act and regulations*
- Town of Rocky Mountain House Bylaws
- Alberta Labour Standards
- Occupational Health and Safety Act, Code and other related documentation
- Municipal District Bylaws, Policies and Procedures and Administrative Guidelines
- WCB Guidelines
- Environmental Protection and Enhancement Act Approvals 1111-03 and 1110-03
- Written and/or oral directives received from the C.A.O or designate
- Town of Rocky Mountain House Policies and Procedures.

Contacts:

Distribution/Collection Systems Operator will frequently have contact with the following:

- Alberta Environment and Parks.
- Public Health.
- Contractors, Consultants and Plumbers.
- General Public.
- Town of Rocky Mountain House staff.
- Town of Rocky Mountain House organizations.
- Alberta transportation

Environment:

Features of work which create unusual demands or, which create physical and/or mental stress are:

- Distribution/Collection Systems Operator works closely with the Engineering & Operations department.
- Heavy physical effort, often in tight quarters, including awkward positions.
- Outdoor work in all weather conditions, and at all times of night and day.
- Long hours while dealing with emergencies, often with little notice.
- Work is to be completed in an efficient and accurate manner with emphasis on independent work habits and self-motivated initiative to learn and excel in all aspects.
- Requires discretion and confidentiality in all matters.

Physical Demands:

This position may include the following:

- Being seated for long periods of time.
- Bending & twisting motions.
- Lifting over 50 lb.
- Being on your feet for long periods of time.
- High-risk, high-consequence work under field conditions.
- Working in all weather conditions, including inclement weather.

CAO Approval: _____

Date: _____

05/30/22

SIGNATURES:

I have read and understand the contents contained within this job description. The supervisor of this position has informed me that this is a general description of the duties, responsibilities and qualifications for the position of Distribution/Collection Systems Operator. This description will form the basis for my classification level and the basis for my performance evaluation.

Employee Name: _____

Employees Signature: _____

Supervisor Signature: _____

Date: _____