

JOB DESCRIPTION

UTILITY OPERATOR II/III

CORE FUNCTION:

Responsible, under the direction of the Water/Wastewater Treatment Plants Manager or Operations Supervisor, for assisting with the daily operation, repair and maintenance of the Town's Infrastructure. This includes a Class III Water Treatment System; a Class I Wastewater Treatment System; a Class II Water Distribution System and Hydrants; a Class II Wastewater Collection System and Lift Stations; a Storm Sewer System; and a network of Roads, Sidewalks and Traffic Control Devices. The position may include the supervision of permanent and seasonal staff involved in related functions as required.

ACCOUNTABILITY:

Water/Wastewater Treatment Plants Manager
Operations Supervisor

DETAILS OF FUNCTIONS:

1. Responsible for the daily operation of the Raw Water Intake, Raw Water Pump Station, Water Treatment Plant, Treated Water Storage Reservoirs and Pump Stations and the Wastewater Treatment Lagoon and all their appurtenances, in accordance with the requirements of Alberta Environmental Protection, the Alberta Environmental Protection and Enhancement Act and the Town's License to Operate.
2. Repair, maintenance and replacement of the Water Distribution, Wastewater and Storm water collection systems and their appurtenances, in accordance with Environmental Protection Standards, Town policy and procedures, and best industry practices.
3. 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.
4. Perform daily testing of Treated Water to ensure compliance with the Town's license and Canadian Drinking Water Quality Guidelines. Gather and process water samples obtained from the Distribution system.
5. Gather and process Wastewater Lagoon samples to ensure compliance with the Town's license.
6. Maintain, update and follow a preventative maintenance schedule for the facilities.
7. Ensure that facilities and work areas are maintained in a clean and orderly manner.
8. Participate in an after-hours standby system, a shift schedule, or work overtime as required.

9. 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.
10. Safe handling and use of power and non-power tools and equipment.
11. Maintain accurate records of all aspects of system repair and maintenance, for records management and planning purposes;
12. Gather relevant field information on system attributes, including valves, hydrants, meters, manholes, catch-basins and culverts, to enable the creation and maintenance of database and map inventories.
13. Utilize experience to ensure that appropriate restoration of system deficiencies occurs, through the provision of guidance or assistance to other staff engaged in repairs.
14. Recommend appropriate procedural changes, to standard maintenance activities based on experience, where efficiency, life-cycle extension, or safety can be improved.
15. Assist in the creation and maintenance of database and map inventories.
16. When directed, supervise the daily activities of seasonal staff involved in related functions.
17. Promote the Town and the Department in a positive manner when dealing with the public.
18. Maintain accurate and legible recording of time, fleet unit utilization, contract services and materials on assigned projects.
19. Actively participate in the Health and Safety program.
20. Participate in a shift schedule, or work overtime as required.
21. Perform other duties as assigned related to the function of the department.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent
- Minimum of Five (5) years of directly related experience in an operating capacity
- Alberta Environmental Protection Level II in Water Treatment
- Alberta Environmental Protection Level I in Wastewater Treatment
- Alberta Environmental Protection Level II in Wastewater Collection
- Alberta Environmental Protection Level II in Water Distribution
- Valid Alberta Driver's License, Class 5

OTHER QUALIFICATIONS / SKILLS:

- Valid Alberta Driver's License, Class 3 with air endorsement
- An excellent comprehension of Municipal Treatment Plants' functions and systems
- A demonstrated mechanical aptitude
- Proficiency in the utilization of Microsoft Office software products
- Good written and oral communication abilities
- Certified training in , or be willing to obtain certified training in: WHMIS; Ground Disturbance, Trenching & Excavation; Confined Space; First Aid & CPR; Dangerous Goods; Hazard Identification, Assessment & Control

Approval Date: February 27, 2015

Approved by: _____