

JOB SUMMARY:

Reporting to the Water/Wastewater Manager, the Operator will assist with the daily operations of water and wastewater treatment plants and associated collection and distribution systems by applying knowledge and skills while working within corporate policy and meeting all legislative requirements. The Operator will be qualified and responsible for all statutory duties and responsibilities of an Overall Responsible Operator (ORO) on a rotating basis with available qualified operations staff.

STATUS:

Permanent Full-Time

HOURS:

Monday to Friday (40 hours per week). Daily start and end times may shift to ensure adequate system coverage. Hours of work are subject to additional hours for on-call rotation, weekend inspections and over-time work as required. ORO rotation as required, based on available qualified operators.

IMMEDIATE SUPERVISOR:

Water/Wastewater Manager

TITLES OF POSITIONS REPORTING TO THIS POSITION:

Water/Wastewater Operator In Training (OIT)
Water/Wastewater Operator In Charge (OIC) – with no Overall Responsible Operator (ORO) duties

KEY DUTIES & RESPONSIBILITIES:

- Conducts regularly scheduled and ad hoc inspections of:
 - the facilities
 - processes
 - equipment
 - pumping stations
 - collection / distribution systems, etc.
 - to ensure all above are operating within parameters established by the Certificate of Approval, MOE Guidelines, Township Policies and all applicable legislation for environmental and public safety

- Monitors and makes process changes through lab analysis by:
 - adjusting chemical dosages
 - taking and submitting samples
 - recording data
 - Maintaining current and accurate reporting documentation. i.e. PDC and facility log books
- Ensure proper safety procedures, Occupational Health and Safety Act and other applicable regulations are followed
- Handle Public Relations on the job
- Prepare various materials and equipment for jobs and ensure all locates, trench opening numbers and approvals are obtained before work proceeds
- Schedules regular maintenance work required to maintain areas under his/her jurisdiction
- Assists with/performs scheduled projects and standing routines on daily, weekly and monthly timetables
- Assists in scheduling equipment and vehicles maintenance with Working Foreman in a manner which will cause minimal disruption to Department's operation
- Liaises with Working Foreman on a regular basis to schedule day's routine work and week's major work
- Assists with investigating general public complaints with respect to water and wastewater
- Ensures proper work methods are followed to maintain public health standards.
- Possesses and applies knowledge of all Water and Wastewater equipment and materials
- Capable of taking proper bacteriological and chemical samples to meet legislative requirements
- Assists in installation and maintenance of mains and services, hydrants, valves, water meters and locates of plant
- Responds to alarm situations through after-hour response system
- Keeps knowledge and skills at a high level by taking training and development through courses, seminars and selected reading
- Perform other related tasks or responsibilities as may be assigned

EDUCATIONAL REQUIREMENTS:

- Post-Secondary Education (College/University) preferably in Environmental Studies
- Secondary School Diploma and related experience will be considered

Minimum:

- Class 1 MOE Water Treatment
- Class 2 MOE Water Distribution
- Class 1 MOE Wastewater Treatment
- Class 2 MOE Wastewater Collection

SKILLS & QUALIFICATIONS:

- Must hold Water Treatment, Water Distribution, Wastewater Collection and Wastewater treatment licenses to comply with Reg 435/93 (as amended) of the Ontario Water Resources Act

- Knowledge of the repair, maintenance and operation of water supply and wastewater equipment including the ability to read and understand technical drawings and repair manuals
- General mechanical experience
- Ability to work under minimal supervision
- On-call response time within 40 minutes to all the Township's Public Works - Water Department work locations
- Knowledge of basic mathematics and chemistry
- Demonstrated computer knowledge including proficiency in MS Office
- Proficient with computerized monitoring systems such as SCADA
- Knowledge of Ontario Occupational Health & Safety Act
- Physical ability to perform manual labour
- Eligible for confined space work and rescue training
- Ability to work in difficult and dirty environments and in all weather conditions when required
- Good written/verbal communication and interpersonal skills
- Excellent analytical and problem-solving skills
- Demonstrated leadership and team building skills
- A valid Class "G" Ontario Driver's License
- Ministry of Transportation abstract in good standing and background reference checks to the satisfaction of the Township required upon hire

EQUIPMENT, MACHINES AND TOOLS USED:

- Office equipment, all water/wastewater related equipment and personal protective equipment (PPE)

EFFORT AND WORKING CONDITIONS:

- Flexible working hours – required after normal working hours and overtime as required
- On-call response time within 40 minutes to all the Township's Public Works - Water Department work locations
- Involves mental and visual concentration
- Duties require physical exertion and the ability to lift and carry 40 lbs., while climbing stairs and on uneven surfaces
- Working environment contains moderate risks which require planned safety precautions
- May be subject to inclement weather and/or weather extremes during duties and responsibilities

Approved by:

By: 
CAO

On: January 29, 2021

*Updated: July 2019
January 2021*