



Job Description

JOB TITLE:	Water and Wastewater Operator
DEPARTMENT/DIVISION:	Development and Operations
SUPERVISOR'S TITLE:	Utility Supervisor
SUPERVISES:	DIRECTLY: 0 INDIRECTLY: 0
JOB DESCRIPTION DATE:	February 2024

POSITION SUMMARY

Reporting to the Utility Supervisor, the Water and Wastewater Operator is responsible for the daily operation, maintenance and repair of municipal water and pump facilities, distribution, collection, and stormwater management systems.

DUTIES AND RESPONSIBILITIES

1) PUMP STATION CHECK AND MAINTAINENCE

- Perform job duties with compliance within Provincial Regulations, Occupational Health and Safety Act standards, Town ECA's (environmental compliance approvals), PTTW (permit to take water), CLI-ECA (consolidated linear infrastructure environmental compliance approvals) and that all proper due diligence is carried out.
- Inspect pump station equipment and operation. Make operational adjustments as required.
- Complete work orders, daily logs and system records as required by procedures and regulations.
- Complete calibrations and maintenance of equipment such as on-line chlorine analyzers, UV treatment units, water meters etc.
- Clean, maintain and repair equipment including both troubleshooting problems and general maintenance repairs.
- Track and analyze data for compliance and to identify potential problems in operations using Data loggers, SCADA trending, Chart recorders.
- Maintain accurate records of all works completed and ensure compliance with all applicable regulations, the Drinking Water Quality Management Standard (DWQMS) and Town of Shelburne procedures.



- Decant and transfer chemicals to pump stations and fill chemical day tanks at all sites.
- Receives, investigates, and facilitates the appropriate action on complaints or inquiries dealing with specific projects or issues including with the public.
- Respond immediately and effectively to emergency calls.
- Performs other related duties as assigned that are in accordance with departmental objectives.
- Designated as the temporary OIC (Operator-in-Charge), for all statutory duties and responsibilities associated if required.

2) WATER DISTRIBUTION

- Install, replace or repair water services, hydrants, mains and other related appurtenances as required.
- Oversee connections of new water and wastewater infrastructure to the existing systems and emergency repairs as per Provincial regulations.
- Prepare various materials and equipment for jobs and ensure all locates, trench opening numbers and approvals are obtained before work proceeds.
- Perform distribution maintenance including leak detection, valve exercising, and directional flushing.
- Locate and mark water main, services and other underground water infrastructure.
- Complete Water connection inspections for new/repaired water lines.
- Receives, investigates, and facilitates the appropriate action on complaints or inquiries dealing with specific projects or issues including with the public.
- Ensure compliance with all Town policies, bylaws and procedures that pertain to their field of work.
- Conduct regulatory and non-regulatory water testing and review SCADA data to review system operation and ensure compliance with applicable regulations.
- Respond immediately and effectively to emergency calls.
- Performs other related duties as assigned that are in accordance with departmental objectives.
- Perform related administrative duties such as: record actions taken (logbook), data logging in the Computer Maintenance Management System and spreadsheets; performing calculations and report writing.
- Initiate and close out work orders as required.



3) TRAINING

- Participate in on-going education and training in order to ensure all applicable licenses are in good standing under O.Reg. 128/04.
- Keep up to date on technical and regulatory developments by attending courses and seminars as required.
- Upgrade and maintain MECP certification/license (Class 2) equivalent to Town's current subsystem class.

SKILLS AND KNOWLEDGE

- Demonstrated knowledge of provincial legislation and policy that affects operations of Water and Wastewater including but not limited to Safe Drinking Water Act, Ontario Water Resources Act, Environmental Protection Act, ECA's, CLI-ECA and PTTW.
- Ability to multi-task, cope with interruptions and work under pressure to meet multiple deadlines, exercise discretion and good judgment.
- Demonstrated computer literacy including Microsoft Office, electrical, electronics, flow devices, transmitters and SCADA with ability to adapt to changing technology
- Good communication, collaboration, coordination, organizational, problem solving and record-keeping skills.
- Ability to deal courteously and effectively with the public, staff, suppliers, contractors, other departments/levels of government, and utilities.
- Strong understanding of operating procedures and health and safety rules
- Ability to work effectively as member of crew, however able to work independently with minimal supervision as required.

QUALIFICATIONS AND CERTIFICATION

- Minimum Grade 12 diploma required (to obtain MECP certificate) and demonstrated previous experience in the infrastructure maintenance field including operating and maintenance programs, associated materials and supplies, health and safety regulations.
- Ministry of Environment Certification in Water Treatment Certificate Level **1** and Wastewater Treatment Certificate Class **1**.
- Confined Space Entry Certification, Working at Heights, Basic First Aid and CPR Certification or attained within probationary time period.
- Class "G" Driver's License in good standing with "DZ" endorsement preferred.



WORKING CONDITIONS AND PHYSICAL DEMANDS

- Work in confined spaces including chambers and trenches, pump stations wet wells, maintenance holes with depths between three and sixty feet, the associated characteristics of the same and unusual conditions.
- Normal hours of work are 40 hours per week and generally 8 hours per day.
- This position is designated as part of the Full-Time Standby / Call-In program, and the employee must adhere to the organization's Full-Time Standby / Call-In Policy, including responding to after-hours call-ins and emergencies as required.
- Must possess strength, stamina, and mobility to perform medium physical work.
- Duties require the incumbent to lift and carry up to 50 lbs., while climbing and descending ladders or uneven surfaces.
- Frequent use of keyboard or calculators to access or retrieve data.
- Frequent bending, kneeling, stooping, reaching, and walking in outdoor conditions to identify problems or hazards.
- Exposure to loud noises in outdoor and indoor conditions.
- Exposure to mechanical, chemical, and electric hazards.
- Involves both mental and visual concentration with frequent interruptions.
- Work in conditions not limited to extreme heat/cold, snow, rain, mud, raw sewage and to obtain results in a given time.