



TOWN OF SHELburne
JOB POSTING
WATER AND WASTEWATER OPERATOR WAGE
\$30.02 – \$35.32 (CLASS 1)
\$27.87 - \$32.78 (OIT)

The Town of Shelburne is accepting resumes for one (1) position of Water and Wastewater Operator. This is a full-time position within the department of Development and Operations based on a 40-hour work week. Remuneration includes an extensive benefit package and enrollment in OMERS pension plan.

Reporting to the Utility Supervisor, general duties and responsibilities include but are not limited to:

- 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.
- 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.

The following qualifications/information must be clearly identified in your resume:

- 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 preferred but consideration may be given to OIT.
- 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.

A copy of the full job description is available at <https://www.shelburne.ca/en/town-hall/careers.aspx>

To apply for this position, please submit your resume by email to: hr@shelburne.ca no later than, Friday November 10, 2025, at 1:00pm.

Please quote the job title in the subject line.

Mail: Human Resources
Town of Shelburne
203 Main Street East
Shelburne ON
L9V3K7

TO VIEW OTHER AVAILABLE
POSITIONS,
SCAN THE QR CODE BELOW.



****Only those selected for an interview will be contacted. ****

The Town of Shelburne has made a commitment to diversity, equity, inclusion and belonging and are at the beginning of this journey. We recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees, regardless of race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy), gender identity and expression, sexual orientation, age, marital status, family status, and disability feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of the Town of Shelburne.