



Position Description

Title:	Water/Wastewater System Operator
Reports to:	Water/Wastewater System
Manager Status:	Full-time
Classification:	Water Utility / Wastewater
Location:	493 Main St. / 70 Zwicker Lane and offsite (Mahone Bay)
Hours:	Monday – Friday, 8:00 am – 4:30 pm plus some evenings and weekends; on-call responsibilities with overtime required

Scope:

The Water/Wastewater System Operator is accountable to the Water/Wastewater System Manager and is responsible to assist the Manager with the efficient and effective operation of Water/Wastewater systems and equipment.

Along with the Manager, this position is responsible for construction, maintenance and repair of utility assets including treatment facilities, distribution/collection systems, hydrants, fleet, etc.

The position will work closely with all Town Departments in the delivery of water/wastewater services.

Qualifications

Experience

- Minimum of one year's experience in utility operations, or a suitable combination of education and experience is required
- Degree and/or diploma in related field is preferred
- Must possess or be willing to obtain Provincial Operator Certificates for both Water and Wastewater Systems at the Operator in Training (OIT) level or above
- Experience in mechanical, pipe fitting or electronics would be considered an asset
- Experience in laboratory analysis techniques would be considered an asset
- Knowledge of utility operations would be considered an asset
- Knowledge of design, construction and operation of water and wastewater treatment systems would be considered an asset
- Basic chemistry and biological applications of water/waste water treatment would be considered an asset
- Valid Nova Scotian driver's license (and good driving and safety record)

- Have or be prepared to achieve training and/or certification for:
 - Standard First Aid
 - Workplace Hazardous Materials Information System
 - Temporary Workplace Signing
 - Traffic Control Person
 - Confined Space Entry
 - Occupational Health and Safety Acts and Regulations
- Possess working knowledge of a SCADA system preferred
- Experience with fieldwork/GIS software preferred

Skills

- Computer skills suitable for the preparation of reports, spreadsheets and correspondence associated with the position
- Strong problem solving and decision-making skills
- Quality-consciousness and exceptional attention to detail
- Demonstrated ability to commit to a team-oriented task or project and be able to work independently
- Must be able to:
 - work outdoors in all weather conditions for extended periods;
 - lift 50 pounds (chemical bags, manhole covers);
 - shovel snow;
 - assist another operator move pump parts 75 to 100 pounds;
 - work in confined areas;
 - work on knees for extended periods;
 - stand for extended periods;
 - move 45 gallons drums on a dolly;
 - push/pull a pallet jack to move chemicals;
 - work on a ladder; and
 - other physical tasks as required.

Summary of Principle Duties and Functions

Specific Duties

- Coordinates with other staff to:
 - provide connection and disconnection services;
 - repair water/wastewater equipment and facilities damaged by storms or other causes;
 - manage the construction / installation of new services;
 - manage vehicle safety/compliance;
 - install, set or remove meters associated with routine customer changes;
 - support meter reading, billing and collection services
- Addresses all work orders and concerns and maintains appropriate records as required of the position
- Assists with maintenance programs and repairs to utility equipment vehicles and infrastructure at the direction of the Manager

- Performs required chemical, physical, microscopic and biological analysis on a daily basis at the Water Treatment and Sewage Treatment plants and such other locations as determined from time to time
- Carries out Water Treatment and Wastewater Treatment process changes/adjustments based upon interpretation of lab data and an assessment of physical observation (trouble shooting)
- Maintains and repairs Water System and Wastewater System equipment and performs preventative maintenance. Includes but not limited to micro- filtration skids, pumps, sewage lift stations & pumps, lagoon aerator equipment, water distribution pipes, sewage collection pipes, etc.
- Maintains, operates and calibrates Water Treatment and Wastewater Treatment Plants control and instrumentation, including programmable logic control (PLC) and data acquisition (SCADA) systems, as required
- Operates and maintains all treatment equipment including various chemical feed systems; coordinate chemical supply and delivery
- Maintains and complies with standard practices, policy and procedural manuals for the Water System and Wastewater System and associated plant operation and maintenance
- Assists other Town departments, as may be required
- Maintains current knowledge of trends and practices in the utility industry through peer association, attendance at seminars, study, review of literature, and proposed regulations
- Assists in ensuring that all Fire Protection Systems are maintained in accordance with applicable standards at the direction of the Manager
- Any other duties as assigned by the Manager

Accountabilities

- For serving as Overall Direct Responsible Charge (ODRC) for the utility under relevant legislation and regulations where this responsibility may be delegated by the Manager
- To operate in accordance with all by-laws, policies, procedures and practices
- For the productive and efficient use of time and equipment
- To maintain a positive image for the Town with the public at all times in the workplace
- For liaison with town staff as well as Federal and Provincial Departments, consultants, contractors and the general public
- To become familiar with and adhere to Occupational Health & Safety policies, procedures, rules, and regulations