



Town of Sundre

Position Description

Position Title: Water and Wastewater Operator (AEP I)

Class: Operational Services Operator I (OSOP I)

Reports to: Operations Manager

Staff Supervised: None

Last Updated: November 1, 2016

Position Description:

The Water and Wastewater Operator (AEP I) is responsible to gain training in the maintenance and day-to-day function of the Town of Sundre's water distribution system, water treatment plant, and the wastewater and purification system. This position assists senior level operators by working hands-on in conducting pipe and hydrant leak detection, testing, flushing, quality testing, damage repairs, valve exercising and repairs and installations. This is a skilled technical position that requires the incumbent to work in the field, which may involve heavy lifting and manual labor.

Primary Responsibilities:

- Conduct service checks and housekeeping duties at lift stations, wastewater treatment facilities and the Operations Centre/shop as required
- Train in the operation and maintenance of all facilities, instruments, gauges, equipment and machinery used in the daily operation and maintenance of the water distribution systems and the wastewater treatment and collection systems
- Conduct hydrant flushing, valve checks and exercise valves
- Conduct sampling and testing as outlined in the Towns Water & Wastewater Approvals to operate the water and wastewater systems

Other Responsibilities:

- Participate in the rotational "on call" program and be available to work extra hours as required
- Acquire RMO Module 1 training
- Acquire Level I certification in Water Distribution I, Water Treatment I, Wastewater Treatment I and Wastewater Collection as set by the Province of Alberta
- Keep a daily log book
- Comply with the Town of Sundre's Safety Program
- Participate in Disaster Services training as required

- Develops, implements, and maintains high standards of excellence in customer service to meet and exceed customer expectations
- Other duties may include assisting with operations in other Departments as required by the Director of Planning & Operations and the Manager of Operations

Preferred Qualifications:

Education and Experience

- High school diploma or college certificate/degree
- Water Treatment Level I certification, Water Distribution I, Wastewater Collection I, Wastewater Treatment I certification as set forth by Alberta Environment and Parks
- Basic knowledge of building maintenance
- Basic knowledge of mechanical, plumbing, heating and electrical systems
- Proficient knowledge in water sampling and testing techniques
- Valid class 5 operator’s license
- Clean Criminal Records Check
- Valid emergency First Aid and WHMIS Certification

Skills and Abilities

- Proficient English ,verbal and written skills
- Proficient organizational and multi-tasking skills
- Ability to perform manual labour with heavy lifting
- Demonstrated customer service skills
- Proficient computer skills and ability to operate computerized facility systems

Working Conditions

- Required to perform duties in all weather conditions
- Required to wear safety equipment and observe recognized safety practices
- Use of department vehicles will be required
- High contact with the public

Please sign to acknowledge your responsibilities laid out in the job description

Manager (Print name):	Employee (Print name):
Manager Signature:	Employee Signature:
Date:	Date: