



Town of Sundre

Position Description

Position Title:	Water and Wastewater Operator (AEP II)
Class:	Operational Services Operator II (OSOP2)
Reports to:	Operations Manager
Staff Supervised:	None
Last Updated:	November 1, 2016

Position Description:

The Water and Wastewater Operator (AEP II) is responsible for 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 works 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:

Water Treatment Plant:

- Maintain the chemical feed systems by adding chemical, feeder calibrations, recording weights and volumes, performing dosage calculations, and minor repair to equipment
- Maintain the water treatment plant to ensure that residents have safe and clean water in accordance with federal, provincial and municipal legislation, policies and standards
- Collection of data required to complete the daily "Log Sheets" and other information required by Alberta Environment as set out in each facilities License to Operate
- Daily operations and control of the Raw Water Reservoirs and Raw Water Pump Stations
- Cleaning of the water plant and pump stations.
- Inspect, service and repair components of the water treatment plant including water intakes, pipes, water storage vessels, chemical treatment equipment controls, circulation pumps, boilers, heat exchangers and valves
- Conduct daily inspections of mechanical, generators, electrical and other building components and systems to ensure effective operations
- Follow the preventative maintenance program and related schedules

Water Distribution System:

- Ensure Water approvals are complied with Alberta Environment
- Collection of bacteriological samples and testing of distribution system to ensure adequate level of chlorine is present and water is free of pathogenic organisms
- Conduct hydrant flushing, valve checks and exercise valves
- Conduct inspections of new water services, curb stops, valves and piping
- Conduct repairs to water leaks and breaks systems
- Install and repair water meters and carry out meter readings
- AMR (Automated Meter Reader) repair and new installations

Waste Water System:

- Ensure Wastewater approvals are complied with Alberta Environment
- Collect lagoon samples and report waste water system records
- Ensure regulator requirements are met as set out by Alberta Environment
- Perform daily inspections of lift stations and minor maintenance when approved
- Conduct service checks and housekeeping duties at lift stations and wastewater treatment facilities as required
- Operate and maintain all facilities, instruments, gauges, equipment and machinery used in the daily operation and maintenance of the water treatment and distribution systems and the wastewater treatment and collection systems
- Conduct repairs to wastewater leaks and breaks
- Conduct wastewater line flushing, inspections and repairs

Other Responsibilities:

- Respond to customer questions and complaints in a courteous and prompt manner
- Participate in the rotational “on call” program and be available to work extra hours as required
- Attain RMO Module I training
- Act as an Attending Operator and follow the Certified Operator Attendance Guidelines for Alberta Environment regulated water works
- Gain knowledge of the water and wastewater approvals and ensure that the Town is in compliance
- Keep a daily log book
- Maintain inventories of consumables
- Participate in the Town’s safety and disaster preparedness programs
- Comply with the Town of Sundre’s Safety program
- Assist in other departments as required by the Operations Manager

Preferred Qualifications:

Education and Experience

- High school diploma or college certificate/degree
- Water Treatment Level II certification, Water Distribution II, Wastewater Collection II, Wastewater Treatment II certification as set forth by Alberta Environment and Parks
- Proficient knowledge in water sampling and testing techniques
- Basic knowledge of building maintenance
- Basic knowledge of mechanical, plumbing, heating and electrical systems
- Clean Valid class 5 operator's license with no conditions
- Clean Criminal Record Check
- Valid Emergency First Aid and WHMIS Certification

Skills and Abilities

- Proficient English verbal, written and computer skills
- Proficient organizational and multi-tasking skills
- Ability to perform manual labour with heavy lifting
- Ability to review and interpret as-built drawings
- Ability to attain certifications in Water Treatment Level II, Water Distribution II, Wastewater Collection II and Wastewater Treatment II as set forth by Alberta Environment and Parks

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