

**REVIEWED: May 19, 2023**

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## **JOB TITLE – WATER AND WASTEWATER TREATMENT PLANT OPERATOR (U)**

### **POSITION SUMMARY**

The Water / Wastewater Treatment Plant Operator will operate the water treatment plant, water distribution system, wastewater treatment plant and wastewater collection system in accordance with legislation, policies and procedures.

### **REPORTING RELATIONSHIP**

- the Water / Wastewater Treatment Plant Operator is under the supervision and directly reports to the Manager of Water and Wastewater Operations (Manager), or in the Manager's absence to the Overall Responsible Operator (ORO).

### **POSITION OBJECTIVES**

- to maintain the treatment, distribution, and collection systems under his / her responsibility in order to deliver safe and clean water to the community and effectively implement services in accordance with legislation, policies and procedures.

### **RESPONSIBILITIES**

- Maintains the water / wastewater treatment plants, collection and distribution systems in order to ensure the availability of a clean community water supply and discharge of effluent that meets applicable legislative requirements including:
  - Maintain the treatment plant systems
  - Maintain and operate the filtering, chemical and biological treatment processes
  - Inspect, service and repair components of the treatment plants, including water intakes, pipes, water storage vessels, chemical treatment equipment, control systems, wastewater lift stations, circulation pumps, boilers, heat exchangers and valves
  - Ensure an adequate supply of water for human consumption and emergencies
- Ensure effective operations of treatment systems
  - Inspect the treatment plant systems on a daily basis •
  - Performing water quality analyses and collecting and submitting water samples to an accredited laboratory for analysis;
  - Where qualified to do so, making appropriate process adjustments and/or correcting abnormal conditions based upon the results of regular inspections, data interpretation and water quality test results;

- Conducting planned and unplanned calibration and quality assurance in accordance with established procedures;
  - Communicating operational conditions to the Manager, or Overall-Responsible-Operator;
  - Responding to emergency, abnormal and unusual conditions, including assuming after-hours on-call coverage and managing Adverse Water Quality Incidents and environmental incidents;
  - Acting and assuming the responsibilities of Operator-In-Charge and/or Overall Responsible Operator where qualified to do so;
- Maintains the physical plant and mobile equipment
    - Conduct regular inspections of the physical facilities, including regular weekend and holiday 'on-call' responsibilities
    - Perform tasks as outlined in the preventative maintenance program
    - Conduct inspections of mechanical, electrical and other building components and systems
    - Conduct inspections of heating, ventilation and air conditioning systems
    - Maintain mobile equipment including vehicles
    - Make arrangements for major repairs to the physical plant and mobile equipment
- Maintains the general administration of the water / sewer system(s) in order to ensure effective operations
    - Keep a daily log
    - Track data using the Township's record-keeping program(s)
    - Recommend the purchase of goods and equipment
    - Maintain inventories
    - Provide reporting data to the Manager
    - Ensure records are maintained
    - Supervise the activities of contractors and casual staff
    - Participating in the development of system-specific procedures; and
    - Participating in QMS and compliance processes wherever possible
- Makes recommendations to the Manager for improvements or changes required in procedures.
- All other duties as assigned by the Manager or Clerk Treasurer Administrator.
- Working in accordance with all established standard operating procedures, emergency response procedures, quality management system procedures and occupational health and safety procedures
- Every worker has a general duty to work safely, in accordance with the Ontario Occupational Health & Safety Act and its Regulations.

- Use or wear the equipment, protective devices on clothing that the employer requires to be used or worn.
- Report to the employer or Supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger the worker or other personnel.
- Every worker must take reasonable care necessary in the circumstances to avoid harm (due diligence).

### **IMPACT OF ERRORS**

- Failure to provide adequate services may jeopardize the health of the community.
- Failure to meet Federal, Provincial and Municipal legislation and water quality standards may significantly jeopardize the health and well-being of residents and may result in liability for the Municipality.
- Failure to meet Federal, Provincial and Municipal legislation and water quality standards may lead to personal fines and jail time.
- Failure to properly collect or treat wastewater may harm the environment and receiving waters.
- Failure to deal with residents and the public in a courteous and respectful manner may lead to complaints concerning Municipal services.
- Errors in any tasks performed may result in inaccurate reports and records, lost revenues, misrepresentation and/or discredit of the Municipality.

### **DECISION MAKING**

- Follows legislation, policies and procedures as they relate to daily functions.
- Uses judgment in protection of confidentiality.
- Organizes work assignments in view of priority and deadlines.
- Uses judgment in the accurate maintenance of Records.
- Determines which public inquiries and complaints can be personally answered or should be passed on to another department or authority.

## **WORKING RELATIONSHIPS**

- Liaisons with Municipal Employees and external contractors to complete required work assignments.
- Tact is required to maintain good relations when dealing with the public.
- Converses with government and business representatives as required to obtain information and complete assignments.

## **QUALIFICATIONS**

### **KNOWLEDGE**

- Basic mechanical skills, and familiarity with the operation and maintenance of water and wastewater equipment and systems.
- Strong analytical and problem solving skills
- Proficient operation of computer system, spreadsheets, and familiarity with other standard office equipment.
- Strong literacy skills including the ability to read and interpret manuals;
- Excellent public relations skills.
- Ability to respond quickly and accurately to inquiries, ability to communicate effectively both orally and in writing.

### **EDUCATION**

- High School graduate is required
- Environmental Technician or relevant College Diploma is preferred.
- Class 1 Water Treatment Subsystem Certificate is required
  - Operator in Training Water Treatment Subsystem Certificate will be considered
- Class 1 Water Distribution/Distribution and Supply Subsystem Certificate is required
  - Operator in Training Water Distribution/Distribution and Supply Subsystem Certificate will be considered
- Class 1 Wastewater Treatment Facility License is required
  - Operator in Training Wastewater Treatment Facility License will be considered

- Class 1 Wastewater Collection Facility License is required
  - Operator in Training Wastewater Collection Facility License will be considered
- Driver's License Class G required

### **EXPERIENCE**

- Minimum of 1 year of experience

### **LEADERSHIP**

- Some leadership is required

### **INITIATIVE / CREATIVITY**

- Recognizes obvious defects in operations; rectifies the problem and/or advises authority.

### **WORKING CONDITIONS**

- Works indoors and outdoors at municipal water and wastewater plants and facilities; 40 hours/week plus overtime/on-call time as required to address emergencies
- Exposure to weather conditions including snow, ice/rain storms, high winds, heat
- Exposure to sensory demanding environments (i.e. unpleasant smells / sights)
- Accident hazard moderate – injuries can be avoided / minimized if proper safety equipment is used and procedures are followed.

### **EFFORT**

- Moderate physical exertion is required, to lift, pull/push, and manage equipment and objects. Operators may handle potentially dangerous chemicals/materials and must ensure activities are completed safely.