



Internal & External Job Posting
November 25, 2022

WORKS DEPARTMENT

WATER AND SEWER – OPERATOR

This is a Bargaining Unit Position subject to a job vacancy as per section 11.01 of the Collective Agreement which is subject to a probationary period. The position is directly responsible to the Water and Sewer Foreperson.

Consideration may be given to candidates with less qualifications.

KEY DUTIES & RESPONSIBILITIES

- Operate and maintain the Municipality's Water Distribution, Wastewater Collection and Storm Sewer Systems in accordance with departmental policies, procedures, and regulatory compliance.
- Aid and participate in the maintenance and immediate repair of the overall water/wastewater/stormwater infrastructure system and assets.
- Provide associated customer service, general labour and equipment maintenance.
- Operate and maintain the water distribution system and appurtenances to ensure regulatory compliance with respect to water quality and provision of a continuous supply of water for consumption and firefighting purposes; operates the system in accordance with corporate and departmental policies and procedures, applicable bylaws, Ministry of the Environment, Conservation and Parks standards, guidelines, act and regulations.
- Operate and maintain the wastewater collection system and appurtenances to ensure regulatory compliance; continuous delivery of wastewater collection service and maintenance of an efficient infrastructure in accordance with corporate and departmental policies and procedures, applicable bylaws, Ministry of the Environment, Conservation and Parks standards, guidelines, act and regulations.
- Assist and/or conduct various inspections of new water, wastewater and stormwater systems to ensure the infrastructure meets Municipal standards and specifications. Perform locating and marking services for the noted infrastructure including tie-ins, record keeping, completion of computerized work orders and customer service requests.
- Assist in promotion and education activities regarding the Municipality's water, wastewater and stormwater systems and other public education.
- Liaison with residents, businesses, contractors, consultants, internal departments, and other municipalities related to water quality and systems operations and investigate complaints.
- Perform miscellaneous shop duties, including maintenance of facilities, equipment and vehicles to ensure optimal performance and safe working conditions, and their availability to respond to daily activities or emergency situations.
- Participate in Emergency Preparedness Plans and related training including emergency response as required. Provide emergency service involving the Water and Sewer System during or after hours; conduct assessment and immediate repairs and/or protection measures to ensure public health and safety and information in accordance with departmental policies and procedures. Ensures compliance with Health & Safety Act and Municipality's Health & Safety policies.

REQUIREMENTS

- Must hold one (1) valid Water & Wastewater License with opportunities for advancement.
- Must be willing to obtain a valid Water Treatment I, Water Distribution & Supply III, Wastewater Treatment II and Wastewater Collection II.
- Must have a Secondary School Diploma with a minimum of one year maintenance experience in water, sanitary or storm system.
- Class G driver's licence and must obtain a valid DZ is preferred. Must have a clean driver's abstract.
- Confined Space Entry Training including SCBA rescue training is an asset.

QUALITIES/PERSONAL SKILLS

- Motivated team player with a positive attitude.
- Able to work with minimal supervision when required.
- Excellent interpersonal and communication skills with co-workers and the public.
- Must have sound mathematical and record keeping skills.
- Must have a knowledge of mechanical, electrical, instrumentation techniques, practices/maintenance.
- Must have good computer skills/knowledge for process control.
- Must have knowledge of sampling, chemical techniques
- Knowledge of the Occupational Health & Safety Act
- Ability to perform manual labour

HOURS OF WORK

This is a full-time position, including an on-call schedule that requires weekends and possible evening shifts.

The Wage for this position is \$32.07 per hour for 2022 and \$32.71 for 2023.

Please note that consideration may be given to candidates with less qualifications.

Qualified applicants are invited to submit a cover letter, resume and references, marked **“Private and Confidential – Water/Sewer Operator”** by regular mail, personal delivery or e-mail no later than 12:00 p.m. on December 2, 2022 to: Human Resources, Municipality of Arran-Elderslie, 1925 Bruce Road 10, P.O. Box 70, Chesley, Ontario N0G 1L0 or E-mail: HR@arran-elderslie.ca

In accordance with the Municipal Freedom of information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001 and will only be used for candidate selection. We are an equal opportunity employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the Municipality of Arran-Elderslie will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Municipality of any accommodations(s) that you may require in respect of any materials or processes used to ensure your equal participation.