

Job Description: Water Treatment Operator

The Corporation of The Township of South Glengarry	Job Description
Position Title:	Water Treatment Operator Operations
Group:	Union
Supervisor:	Director of Water Wastewater
Department:	Infrastructure
Prepared By:	Human Resources Advisor
Approved:	March 6, 2017
Revised:	
<u>Job Function:</u> Reporting to the Director of Water/Wastewater Operations, the Water Treatment Operator is responsible for the maintenance of the Township's Water and Wastewater operations; while adhering to the Ontario Drinking Water Protection Regulations and related standards.	
<u>Skills and Qualifications:</u> 1. Successful completion of written examination to achieve Minimum Class II Water Treatment; Class II Water Distributions; Successful completion of written examination to achieve Class II Wastewater Treatment and Class II Wastewater Collection Licenses. 2. Minimum 1-2 years of experience in a public sector works environment. 3. Effective verbal and listening communications skills. 4. Completion of Grade 12 education or equivalent and maintain a valid Drivers' License and clean driver's abstract.	
<u>Direction Received/Independent Action:</u> 5. General direction is provided by the Director of Water/Wastewater Operations. 6. Performance is monitored by the Director of Water/Wastewater Operations through the Township's Performance Management Program.	

7. Must have the knowledge of and ability to apply policies, procedures and regulations such as the Occupational Health and Safety Act and the Ontario Safe Drinking Water Act (SDWA).

Working Relationships:

Routine Contacts:

8. Director of Water/Wastewater Operations – Direct reporting relationship; not responsible for directly supervising the work of others.

Non-Routine Contacts:

9. General Public – Responds to residents in a positive and courteous manner.

Duties and Responsibilities:

10. Operating under the guidance of the Director of Water/Wastewater Operations, performs technical work in the operations of the treatment plant, water distribution systems, wastewater treatment system and pumping stations ensuring operation within applicable regulations, Systems Drinking Water License, and other objectives.
11. Performs preventative maintenance and repair of plant equipment, including the lubrication of motors and pumps, pump repairs etc.
12. Reads various gauges and meters, conducts various tests which are recorded on charts and graphs and inspects the plant for efficient operation of equipment.
13. Operates SCADA systems to control system changes and process adjustments.
14. Adhere to the requirements of the Drinking Water Quality Management System associated Operational Plan and Standard Operating Procedures for the drinking water systems.
15. Monitors gauges, meters and control panels, observes variations in operating conditions and interprets meter and gauge readings.
16. Adjusts equipment to regulate flow rates or modify treatment process in accordance as determined by observations and tests.
17. Maintains records of operation and completes related standard reports.
18. Collects samples at various stages of the treatment process, distribution system and

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wastewater treatment system.

19. Responds to emergency situations and performs after hour on-call duties.
20. Responsible for ensuring all work is completed in a safe manner always adhering to the Occupational Health & Safety Act and Safe Drinking Water Act (SDWA).
21. Perform other duties as assigned.

Physical and Sensory Demands:

24. Physical demand can include lifting, pulling, and managing heavy equipment and objects.
25. Maybe exposed to unpleasant sights and smells.

Mental Demands:

25. May be exposed to short periods of frequent concentration.

Impact of Errors:

26. Errors could possibly endanger personal or public health and safety and create poor public relations including the loss of professional credibility. Errors could also cause an inconvenience and a disruption of services to the public.

Hours of Work:

27. Required to work eight (8) to ten (10) hour days during normal business hours, emergency response must be available to work overtime.

Overtime:

28. Overtime is compensated for as per the Collective Agreement.

Work Environment:

29. Spends 30% to 40% of the average work year outdoors.
30. Balance of work year is spent indoors/ travelling to a repair location.

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Hazards:

31. Frequently exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.