

POSITION TITLE

WATER-WASTEWATER OPERATOR III / IIIe

DEPARTMENT

**PUBLIC WORKS,
UTILITIES DIVISION**

SUMMARY OF DUTIES

As a fully licensed Water Distribution-Wastewater Collection System Operator you will perform a variety of tasks, including but not limited to: collection and analysis of established water quality tests; collection of water samples for lab analysis, participate in the Water on-call rotation and respond to afterhours/weekend emergencies, safely drive and operate all assigned equipment and attachments (i.e. trucks GVW 14,000 kg or greater), perform strenuous, physical labour in the installation, maintenance and repair of the water distribution and/or wastewater collection systems; conduct periodic flushing activities; inspection and maintenance of the water distribution system in accordance with required standards; provide traffic control; complete various forms, field sketches and records in a clear and concise manner. Classroom training sessions are required on a regular basis to obtain required Continuing Education Units (CEUs) and On-the-Job (OTJ) training hours.

The Water-Wastewater Operator is also responsible for responding to and investigating various types of complaints such as water quality, sewer back-ups, basement flooding, etc when assigned, in a tactful, professional and courteous manner.

Oversee work being carried out by contractors working on the Water Distribution, Wastewater Collection and Storm Sewer Systems when assigned, and report any discrepancies to the Overall Responsible Operator (ORO) and/or Operator-in-Charge (OIC).

On an as-needed basis, the Water/Wastewater Operator provides operational support to other infrastructure services (i.e. snowplowing relief), and performs other duties as assigned.

The ability to safely drive and operate other light/heavy construction equipment such as backhoes, loaders, graders would be an asset.

SUPERVISED BY

Utilities Supervisor

EDUCATION

WATER-WASTEWATER OPERATOR III

Ontario Secondary School Diploma (OSSD) or equivalent.
Minimum Ministry of Environment certification in Water

Distribution & Supply Subsystem Class 1 & Wastewater Collection System Class 1.
Must hold a valid DZ driver's licence.
Valid, Basic first aid/CPR.

EXPERIENCE

Minimum one (1) year experience working with municipal water/wastewater services, working with equipment and performing maintenance related duties; or equivalent.

MAJOR RESPONSIBILITIES

(The following sets out the principle functions of the position and shall not be considered as a detailed description of all work requirements)

1. Program/Services

- Must maintain all water/wastewater certification requirements.
- Keep current with all legislative and regulatory requirements related to water/wastewater.
- As needed assist the Utilities Supervisor with tracking and analyzing water and/or wastewater analysis data.
- Assist the Environmental Compliance Supervisor in the preparation and submittal of annual compliance reports in conformance to legislative requirements.
- Assist the Environmental Compliance Supervisor with the development and ongoing maintenance of the City's Drinking Water Quality Management System.
- Participate in the Water on-call rotation and respond to afterhours/weekend emergencies.
- Provide operational support to other infrastructure services on an as needed basis.
- Safely drive, operate and maintain all assigned equipment and attachments.
- Conduct daily inspections and maintain as required all equipment assigned including daily lubrication and reporting requirements.
- Respond to and investigate a variety of complaints i.e. water quality, sewer back-ups, basement flooding, taste & odour complaints, etc.
- Conduct periodic system flushing and sampling.
- Provide traffic control; identify/alert co-workers to health risks; provide relief to co-workers.
- Complete various forms, field sketches and records in a clear and concise manner.
- As required, locate and uncover buried utilities, services and restore excavation work site.
- As required, in a team environment work alongside other licensed Water/Wastewater Operators to conduct regular predictive and preventative maintenance on the Water Distribution, Wastewater Collection and Storm Sewer systems, including valve turning, hydrant maintenance, pumping station inspection and maintenance, manhole inspection, sewer roddings, CCTV inspections etc.
- To perform duties in accordance with the Occupational Health and Safety Act, City of Port Colborne Safety Manual and all other associated regulations.
- Respond to public inquiries in a tactful and courteous manner and advise as required, reporting unusual problems to Utilities Supervisor.
- Oversee work being carried out by contractors working on the Water Distribution, Wastewater Collection and Storm Sewer Systems when assigned.
- Adhere to all regulations as they apply to the Water Distribution, Wastewater

Collection and Storm Sewer Systems.

- Adhere to all City of Port Colborne & Niagara Region bylaws as they apply to the Water Distribution, Wastewater Collection and Storm Sewer Systems.
- As part of the job you will be required to upgrade your educational and computer skills and meet and maintain all the licensing requirements.
- Complete as required all electronic & manual entries into daily logs, timesheets etc.
- Assist in the development and implementation of process improvements.
- Perform other duties as assigned.

2. Human Resources

- The position works under the general supervision of the Utilities Supervisor.
- May perform some direction of others in the crew when assigned.
- Participate in the Water on-call rotation and respond to afterhours/weekend calls.
- Oversee work being carried out by contractors working on the Water Distribution, Wastewater Collection and Storm Sewer Systems when assigned.

3. Financial Resources

- Not responsible for preparation of budget or acquisition of funds

4. Material Resources

Carries out work assignments using a variety of vehicles and/or equipment including, but not limited to:

- Underground pipe and cable locators.
- Hand tools.
- Calculators.
- Desktop/laptop work station.
- Forms and other controlled documents.
- Tracks and records all materials he/she uses and reports to the Utilities Supervisor and the Yard Storekeeper.

5. Knowledge

- Ability to read and interpret blueprint, engineering drawings, maps and sketches.
- Possess basic drawing skills and legible writing to prepare accurate reports and sketches to reduce or minimize unintentional impact on buried utilities during excavation.
- Attention to detail/complete and accurate record-keeping.
- Adaptable to change, willing to learn and practice new skills; maintain up to date technical knowledge.
- Well developed computer skills and experience with varied software application more specifically MS Windows operating system, Lotus Notes, MS Office Suite.
- Technical knowledge of safe vehicle operation, construction practices, confined space entry and traffic control.
- Practical knowledge of safety equipment and practices, including WHMIS, confined space entry, health and safety and traffic control.
- General knowledge of good customer service practices.
- Knowledge of City streets.
- Document Control Procedures

6. **Physical Skill and Effort**

- Good hearing to operate various types of leak detection/listening devices.
- Good physical condition to handle the demands of the job.
- Extensive walking, crouching, bending etc. over various types of terrain (grass, gravel, ditches, etc.) and in confined spaces in and around construction zones and residential, commercial and industrial areas.
- Job involves heavy lifting ie: manhole lids, catch basin covers etc.
- Possess manual dexterity and physical strength to drive equipment and to use hand and power tools.
- Job involves extensive walking, standing, sitting, driving, lifting, bending etc.
- Adaptable to change, willing to learn, practice new skills and maintain up-to-date knowledge of current and new legislative requirements.
- Coordination of coarse and fine movements where speed can be a major consideration (i.e. long handled tools, heavy equipment controls, operating valves, handling nuts and bolts in adverse weather, water sampling, computer keyboarding)

7. **Decision Making and Judgement**

- Work is assigned daily.
- Incorrect or inappropriate decision/actions have serious, usually short term effects, reduced or impaired service to the public.
- Ability to understand both written and oral direction.
- Identifying problems, formulating solutions etc.
- Maintaining water/sewer system pressures.

8. **Interpersonal Skills/Contact**

- Ability to interact effectively with other people.
- Must have excellent oral and written skills.
- Receptive to direction.

Internal

- Must be able to communicate effectively with Supervisors, Foremen etc.
- Must maintain effective working relationships with co-workers and associates in an environment of teamwork.

External

- Must be tactful, professional and courteous with the public and other external contacts ie: other utilities, contractors, consultants, staff from other departments (i.e. Engineering).

WORKING CONDITIONS

9. **Environment**

- Normally works outdoors.
- Office and/or field work required to complete mandatory recordkeeping, data entry etc.
- Major disagreeable conditions of frequent exposure (i.e., sewer contents, chlorine, dust/dirt, grease/oil, extreme temperatures, noise, vibration, odour/fumes, inclement weather, trench operations, occasional night work)
- Confined spaces and trench work.

10. **Control Over Work Schedule**

- Has no control over work schedule.
- Not normally required to work outside regular working hours.
- Required to participate in on-call duties and respond to afterhours/weekend emergencies.

**In agreement with the duties and responsibilities of this position.
Education and experience are determined by the Corporation.**

Agreed to: Department Head _____

Supervisor _____

Employee _____

Approved: Chief Administrative Officer _____

Dated: _____