

**MUNICIPALITY OF HURON EAST
JOB DESCRIPTION**

POSITION TITLE:	Water & Sewer Operator	
Department:	Public Works	
Reports to (Title)	Water & Sewer Foreman	
Job Description last updated on (Date):	August 25, 2023	

POSITION DETAILS	
Position Status (full-time/part-time/seasonal)	Full-Time
Primary Work Location	Divided between outdoors & McKillop Office
Pay Method (salary/hourly)	Hourly
Normal Workweek (# of hours)	40 hours / week
Overtime Status (paid/unpaid/rate/after x# hours)	Paid after 44 hours/week, weekends, holidays
Benefits:	OMERS? YES Group Benefits? YES

GENERAL DESCRIPTION (OVERVIEW) OF POSITION	
<p>The Water & Sewer Operator works in conjunction with the Water & Sewer Foreman to develop a proactive plan of operational procedures for the operation and maintenance of Huron East water distribution systems and Huron East sewage collection systems.</p>	
1.	Scope of position
<ul style="list-style-type: none"> i. Responsible for the maintenance and repairs of all water and sewer systems within the municipality as directed by the Water & Sewer Foreman; ii. Responsible for the install, repair and quarterly reading of water meters and the inventory of water and sewer parts and equipment; iii. Performs water sampling as required throughout the municipality; iv. Completes utility locate requests from ON1Call for water, sanitary sewer, storm sewer and streetlight services as required. 	

2.	Key Responsibilities
<ul style="list-style-type: none"> i. Maintains water mains, water service lines, valves and fire hydrants; ii. Maintains sanitary sewer mains, man holes, and laterals, including performing video inspections; iii. Assists with developing preventative maintenance plans and schedules of regular maintenance of hydrants and valves; iv. Conducts regular inspections of water and sewer systems to ensure that systems are operating at a desired level of quality and in compliance with the Safe Drinking Water Act; 	

- v. Completes data reporting required by the Safe Drinking Water Act and the Wastewater Systems Effluent Regulations;
- vi. Administer Drinking Water Quality Management System (DWQMS);
- vii. Assists with the coordination of a program for regular flushing of water distribution systems;
- viii. Conducts inspections of water and sanitary service installations and connections;
- ix. Assists or coordinates when necessary, the mobilization of staff and contractors to conduct emergency repairs to the distribution and collection systems;
- x. Provides timely and correct underground locates to the public and contractors of municipal water, sewer and streetlight services;
- xi. Provides assistance to the Water & Sewer Foreman by reviewing plans and documentation pertaining to construction projects with respect to water, sanitary and storm sewer infrastructure;
- xii. Responsible for on-site review of water and sewer construction projects;
- xiii. Receives and takes appropriate action of all inquiries/complaints from general public including recommendations to the Water & Sewer Foreman with respect to addressing the complaints;
- xiv. Ensures all utility equipment and machinery are maintained in good safe working condition complete with records management;
- xv. Completes work assignments using a variety of tools and equipment;
- xvi. Responsible for the safe and effective use of equipment and selects the correct equipment to perform all jobs;
- xvii. Performs meter readings in a timely and consistent manner;
- xviii. Maintains water meters throughout the municipality, including seasonal installations and removals;
- xix. Maintains and updates utility maps in a manner to provide to other departments and utilities in a timely and efficient manner;
- xx. Develops and implements new utility mapping using GPS/GIS equipment and programming;
- xxi. Conducts water sampling required for community lead sampling program, as well as sampling required during water main construction and precautionary boil water events;
- xxii. Assists with Source Water Protection implementation in conjunction with the Ausable Bayfield Conservation Authority;
- xxiii. Administers storm sewer catch-basin cleaning program;
- xxiv. Administers sign reflectivity checks for the Roads Dept.
- xxv. Administers inspections of municipal sidewalks for the Roads Dept.
- xxvi. Administers traffic counting program for the Roads Dept.
- xxvii. Responsible for inventory control for water and sewer parts and supplies;
- xxviii. Provides assistance to Public Works Department on an as-needed basis for the maintenance of roads and sidewalks; and
- xxix. Performs other duties as assigned.

SECTION A: SKILLS

1.	Knowledge
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a)	Education – minimum education required (e.g.: High School, College Diploma, University Degree, Certificate, etc.)
<ul style="list-style-type: none"> • Post-secondary education in Environmental Sciences or related field 	
b)	Formal Training (designation(s) or certification(s)) required:
<ul style="list-style-type: none"> • Ministry of Environment – Operator in Training (OIT) Water Distribution and Supply • Ministry of Environment – Operator in Training (OIT) Wastewater Collection • Valid ‘G’ license and clear drivers abstract • Occupational Health & Safety • WHMIS • OTM Book 7 • Working at heights • Trench Safety and Hazard Awareness training • Fall Arrest training • Ability to read, maintain, and understand construction plans, specifications and drawings 	
c)	Experience - Minimum number of years of related work experience necessary to achieve proficiency on the job.
<ul style="list-style-type: none"> • Related experience in water treatment and distribution, and wastewater collection systems; • Awareness of Provincial and Federal legislation and policy that affects the operation of Municipal water and sewer systems; • Awareness or experience with ARCGIS systems. • Experience in current municipal infrastructure installation practices an asset; • Should have knowledge and understanding of the Occupational Health & Safety Act with a thorough knowledge and understanding of Health and Safety standards governing the Municipality. • Must ensure a high level of confidentiality, integrity and professionalism at all times. 	
d)	Other key skills necessary to achieve proficiency on the job. Examples: time management, organizational skills, leadership, computer knowledge, knowledge of local by-laws, knowledge of municipal statute, knowledge of Ontario Statute, certain licenses, ability to handle certain equipment, dexterity with hands
Time Management	Work independently and with others.
Communication Skills	Organizational Skills
Technical & Mechanical Skills	Computer Skills
Leadership Skills	Ability to function well under pressure

Problem Solving Skills	Attention to Detail
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2.	Decision Making – judgment, problem solving, creativity, initiative and analysis. Describe the following:
	<ul style="list-style-type: none"> • Decisions directly affect the operation and compliance of the municipal drinking water systems and the municipal wastewater systems. Adherence to applicable regulatory requirement is necessary. • Some budgetary decision making involving parts inventory.

3.	Communication – written, verbal and interpersonal
	a. Strong written, verbal and interpersonal skills
a)	Internal contacts (council, managers, non management staff)
	CAO, Public Works Manager, Water Dept. staff, Roads Dept. staff, and administrative staff
b)	External Contacts (general public, suppliers, government, professionals, boards, etc)
	General public, suppliers. contractors, agencies
	Nature of the communication:
	<ul style="list-style-type: none"> • In-Person • Phone • Email • Web-based conferencing

SECTION B: EFFORT

1.	Mental Effort – concentration and attention, complexity and analysis required and mental fatigue.
	<ul style="list-style-type: none"> • Concentration required at all times; • Some repetition of duties; • Some complexity to work, analysis and problem solving; • Ability to work at unexpected hours for emergencies.

2.	Physical & Manual Effort, manual dexterity, complexity, volume of work, sensory requirements, and physical fatigue.
	<ul style="list-style-type: none"> • Continuous requirement for moderate physical effort in operating equipment and performing maintenance and repairs • Manual motor skills required to operate equipment • Computer skills required for data entry, mapping etc. • Volume of work can be heavy at times • Moderate to heavy lifting up to 50lbs

SECTION C: RESPONSIBILITY

1.	Program Delivery: contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for policies and procedures, responsibility for planning
	<ul style="list-style-type: none">• Required to address public complaints/concerns regarding water quality• May need to address public complaints regarding smells and noise related to wastewater works.• Respond to service requests and work orders from administration related to water and wastewater systems.
2.	Human Resources: personnel policies and procedures, supervision, health and safety, training
	<ul style="list-style-type: none">• Expected to adhere to the policies and procedures as outlined by the Municipality, Occupational Health & Safety, and Public Health.
3.	Material & information resources – equipment, property, data records and software, confidentiality
	<ul style="list-style-type: none">• Use and maintain hardware and software equipment in a responsible manner.• Responsible for storage, maintenance, and inventory of materials, some hazardous, for the department.• Responsible for reporting unmaintained, potentially dangerous property or equipment that could affect the safety of the public and/or staff.• Uses equipment safely.• Provides input for policies and procedures relating to department.
4.	Financial Resources – budgets, treasury, accounting and confidentiality
	<ul style="list-style-type: none">• Works to keep Water & Sewer department costs within scope of Municipal budget.

SECTION D: WORKING CONDITIONS

1.	Physical surroundings and hazards
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- Outdoor work causing exposure to inclement weather, and extreme temperatures for varying periods of time.
- Occasional exposure to potential hazards when maintaining and constructing of waterworks and sewer drains.
- Use of hazardous workplace materials, including chemical cleaning products, and powered and non-powered equipment and tools.

2. Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption

- Moderate contact with the public.
- Normal deadline requirements
- Hours of work can vary considerably with overtime required to deal with water/sewer emergencies after hours and on weekends
- Moderate requirement to adjust work schedule – adaptation to changing circumstances

SECTION E: APPROVAL

Employee Approval	
I have reviewed the above job description and agree it is accurate and complete.	
Name	
Signature	
Date	

Supervisor Approval	
I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	

Next Level of Supervision (If applicable)	
I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	