



JOB DESCRIPTION

Water Treatment Plant Operator

Responsibilities & Duties

- Repair, operate, maintain and carry out routine inspections of all equipment associated with production and distribution of water.
- Responsible for the daily operation and maintenance of all water plant equipment and buildings
- Responsible for all daily laboratory testing and meter readings in the plant.
- Responsible for the submission of all samples, tests and reports for both water and sewer treatment as required by various government agencies.
- Responsible for all safety rules and regulations pertinent to this position.
- Required to read water meters and perform required installation/maintenance of the water meters.
- Required to keep accurate records of all operational data within the plant
- Required to politely deal with the public.
- Required to occasionally assist Public Works Staff with assigned duties.
- Responsible for the operation of curb stops.
- Responsible for the maintenance of the building and grounds in a clean and attractive manner.
- Required to occasionally enter confined spaces.
- Required to complete any duties assigned by the Manager of Operations and Water/Wastewater Treatment Superintendent.
- To maintain and update as required daily records of operation of treatment facilities, such records are, but not limited to: daily testing logs; daily equipment logs; daily RW intake and TW production; daily maintenance management reports and notes; bi-weekly microbiological sampling and testing; and weekly time and equipment sheets.
- To operate small equipment and a variety of hand tools as related to treatment facilities.
- To carry out general building and grounds maintenance at all water & wastewater facilities.
- Required to be able to respond within fifteen (15) minutes to an alarm from the SCADA system at the WTP Monitoring Station when on call, and be on a rotating shift emergency on-call from 5 p.m. to 8 a.m. during weekdays and 24 hours on weekends. To assist the on-call personnel in an emergency situation if required.
- Operators will have a tablet or android device to take home during their scheduled shift, alarms can be viewed on this device and corrected.
- To assist outside contractors when performing repairs at treatment facilities.
- To perform routine checks, minor servicing, cleaning & basic maintenance of the equipment they are operating.
- To inform the Manager and/or Mechanic of any required maintenance or safety problems with equipment they are operating, and to complete or assist in completion of repair/installation of Town owned equipment/property.
- To perform confined entry procedures into facilities which are high risk areas.

- In the course of carrying out daily tasks, the incumbent must practice established safety rules and regulations for the protection of self, fellow employees, the public and property, or equipment operated, by being continuously aware of existing and new safety procedures of the department.
- To establish and maintain positive working relationships with employees at all levels of the organization, external contracts and the public, in accordance with the Respectful Workplace Policy.
- To assist Pool staff with pool start up, testing, chemical application and some general duties.
- To perform other related duties as may be assigned

Mandatory Qualifications

- Minimum Grade 12 education. One year post graduate education in a related field preferred.
- Possess a Valid Class 5 Manitoba Driver's License.
- Computer proficient and able to operate a desktop PC with a Windows environment.
- Experience and proficiency with the following software: Microsoft Word and Microsoft Excel.
- Ability to maintain records in written and computer-based format.
- Experience in techniques of plumbing, mechanical, minor electrical and other generally accepted maintenance techniques.
- Experience in the operation of designated equipment and power tools.
- Must be able to communicate clearly and concisely, both orally and in writing. This includes the ability to understand written and verbal instructions.
- Ability to establish and maintain positive working relationships with employees at all levels of the organization, external contracts and the public, in accordance with the Respectful Workplace Policy.
- Knowledge and understanding of the occupational hazards, safety precautions, regulations and procedures that are applicable to the area of work.
- Demonstrated competence in safe work practices.
- Must be physically able to perform all the laboring aspects or other duties associated with the position and be able to lift 22.6kgs/ 50lbs.

Preferred Qualifications

- Possess Certification in Level 1, 2 or 3 Water Treatment Plant Operator License – Province of Manitoba (time requirement and pass exam).
- Possess Certification in Level I Water Distribution Facility Operator License – Province of Manitoba (time requirement and pass exam) or have immediate plans to take course.
- Possess Certification in Level I Wastewater Treatment Plant Operator License – Province of Manitoba (time requirement and pass exam)
- Possess Certification in Level I Wastewater Collection Facility Operator License – Province of Manitoba (time requirement and pass exam) have immediate plans to take course.
- A minimum of one (1) years' experience within a similar Water/Wastewater Treatment Facility operation in a municipal corporation.
- Experience in the use of SCADA and PLC programs and equipment that the operator will have to utilize in the day-to-day running of the various facilities within the Town of Neepawa.
- Possess Valid CPR/First Aid Certification.
- Possess certification in Confined Space Entry Training.