



JOB DESCRIPTION

Position Title	UTILITY OPERATOR I		
Department	PUBLIC WORKS & UTILITIES	Reporting To	UTILITIES MANAGER

General Description

The position involves the operation, repair and maintenance of all water and wastewater related facilities such as Water Treatment Plant, water reservoir, supply line, water distribution system, water meters and meter reading, water turn on/off account, water valves, minor maintenance of hydrants, wastewater collection system, Wastewater Treatment facility, and wastewater lift stations. The incumbent shall perform sampling and testing of water and wastewater samples as required by Alberta Environment and maintenance of records as required for all facilities.

The incumbent should be able to perform his duties with very little supervision and shall work closely with and under the direction of the Utility Operator II and III.

It shall be the responsibility of the incumbent to familiarize and abide by the Town's Safety Policies and specific job procedure requirements in the performance of his/her duties.

Adherence to policies and direction as outlined and as applicable with-in the Town of Drayton Valley Health and Safety Manual and with-in the Town of Drayton Valley Health and Safety Policy.

Responsibilities

Equipment or Machines Operated

- Operate motor vehicles.
- All equipment and machinery in the Water Treatment Plant, Water Reservoir, Wastewater Treatment Plant, Wastewater Lift Stations, Sewer Flush Truck assistance and other minor equipment and tools for repair and maintenance of water and wastewater facilities.
- Computers.
- Hand tools.
- Lab equipment.

Duties

Water and Wastewater Facilities

- Operation, repair and maintenance of Water Treatment and Wastewater Treatment Plants and Pump Stations.

- Operation, repair and maintenance of water reservoir, supply lines and pump stations.
- Perform daily chemical tests to provide and adjust chemical feed rates for the provision of clean potable water supply.
- Operation, repair and maintenance of Wastewater Treatment Plant and upkeep of all required records.
- Perform testing and sampling of water and wastewater as required by Alberta Environment.
- Provide data for monthly and yearly reports for water and wastewater plants as required by Alberta Environment.
- Other duties as assigned relating to Water and Wastewater Treatment facilities.

Meters

- Install, repair and test water meters, as well as upkeep of inventory records for water meters and parts.
- Carry out water meter readings as required for billing purposes.
- Attend to service calls for water connections and disconnection's.
- Other duties as assigned relating to meters.

Repairs / Preventative Maintenance – Water and Wastewater

- Locate and perform minor repairs on water service valves, main valves and hydrants.
- Practice preventative maintenance in water valves and hydrants, i.e. operating, checking and thawing of main valves, flushing, drainage and thawing of hydrants.
- Attend to sewer back-up calls and rodding, unplugging or flushing of sewer services or mains in emergency.
- Perform manual labour duties related to the repair of water main breaks, sewer blockages, hydrants and valves.
- Other duties as assigned relating to water and wastewater systems.

General Duties

- Stand by / on call duty on a rotating basis in cooperation with the Utilities department staff.
- Operate ¾ ton trucks and in emergency, assist the sewer flush truck operator.
- Attend to complaints and inquiries with regard to water and wastewater services from general public in person when requested by Supervisor.
- Perform other Municipal operation related duties as assigned.
- Perform “Stand-by” and/or “On-call” duties as assigned or scheduled.

Qualifications

Alberta Environment and Protection Certification in the following:

- Water distribution and treatment Level I.
- Water treatment Level I.
- Wastewater collection Level I.
- Wastewater treatment Level I.
- Class 5 operators license
- Knowledge of computers
- Knowledge of the Occupational Health and Safety Act
- First Aid and CPR certification

Acquired Skills

- Knowledge of field application of computers in water and wastewater treatment processes and working towards certification in this field.
- Incumbent will have the opportunity to take courses to update knowledge of modern equipment and obtain further certification from the Province of Alberta.
- Full knowledge of Approvals to Operate for the Town of Drayton Valley water and wastewater treatment and related facilities.

Salary / Benefits

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Section 8.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 25, Schedule "A".

Position Advancement – Advancement of an individual from the existing Utility Operator I position shall only be advanced to a higher position upon supervision approval and if there is a requirement for an individual at this higher position; the fact that the individual may have the qualifications defined in the job description of a higher position i.e. Utility operator II, shall not solely give rise to promotion to the Level II Utility operator unless the supervisor approves the advancement.

Alberta Environment guidelines shall be considered to be the minimum requirements for the number of positions and certification level of operators employed in the Utility Department, as per approval to operate.