

EMPLOYMENT OPPORTUNITY			
Position Title	UTILITY OPERATOR III	Closing Date	FEBRUARY 2, 2018
Department	PUBLIC WORKS & UTILITIES	Reporting To	PUBLIC WORKS AND UTILITIES MANAGER
Level / Grade	<input checked="" type="checkbox"/> Full Time <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Contract <input type="checkbox"/>	Hours per Week	40

General Description

The position involves the operation, repair and maintenance of all water and wastewater related facilities such as the Water Treatment Plant, Water Reservoir, supply line, Water Distribution System, water meters and meter reading, water turn on/off accounts, water valves, minor maintenance of hydrants, wastewater collection system, Wastewater Treatment Plant 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 to no supervision and shall work closely with and under the direction of the Public Works and Utilities Manager.

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.

NOTE: Candidates not meeting the Utility Operator III Alberta Environment and Sustainable Resource Development certification minimum qualifications will be considered so long as minimum qualifications can be obtained within 6 months of employment.

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 and other minor equipment and tools for repair and maintenance of water and wastewater facilities
- Computers

- Lab equipment
- Hand tools.

Duties

Water and Wastewater Facilities

- Development of record forms for data required for effective operation of systems.
- Control inventory.
- Provide guidance to staff.
- 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.
- Preparation of monthly and yearly reports for water and wastewater plants as required by Alberta Environment.
- Work with and supervise Capital Works Improvements to water and wastewater facilities as required from time to time by the supervisor.
- 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

- Develop and execute an effective Preventative Maintenance Program.
- 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 emergency manual labour duties related to the repair or water main breaks, sewer blockages,

hydrants and valves.

- Other duties as assigned relating to water and wastewater systems
- Investigation and evaluation of new products and methods
- Coordination of work schedules for lower level operations

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
- Communications liaison with controlling agencies (i.e. AEP)
- Perform other Municipal operation related duties as assigned
- Perform “Stand-by” and/or “On-Call” duties as assigned or scheduled

Qualifications

- Alberta Environment and Sustainable Resource Development certification in the following:
 - Water distribution Level II
 - Wastewater collection Level II
 - Water Treatment Level III
 - Wastewater Treatment Level I
- 5 years Municipal experience in water and wastewater systems.
- Ability to develop and effectively execute maintenance programs.
- Must have Water Treatment Operator Certificate Level III.
- Class 5 operators license.
- Knowledge of computers.
- Knowledge of the Occupational Health and Safety Act.
- First Aid and CPR certification.
- Ability to solve problems using justified logic as related to water and wastewater systems.

Acquired Skills

- Computer skills – especially programming of industrial controls.
- Certificate of field application of computers in water and wastewater treatment processes and learn auto

cad.

- 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 systems.
- Ability to effectively supervise and coordinate staff and contractors

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".

Alberta Environment guidelines shall be considered to be the minimum requirement for the number of positions and certification level of operators employed in the Utilities department, as per approval to operate; the fact that the individual may have higher certification Level and does not create a new position.

Additional Information

As a team player you possess a strong work ethic and a commitment to excellence. If you like being challenged then we would like to hear from you. Please submit a cover letter outlining your skills and experience as they relate to the position along with your resume in confidence to:

Human Resources Coordinator

Town of Drayton Valley

Box 6837

Drayton Valley, AB, T7A 1A1

Fax: (780)542-5753

Email: personnel@draytonvalley.ca

Deadline to apply is no later than 4:30 pm on Friday, February 2, 2018.

We thank all applicants for their interest. However, only those selected for an interview will be contacted. All information collected for the above offer of employment is done under the provision of the Freedom of Information and the Protection of Privacy legislation and will be used only for the evaluation of candidates.