

<b>EMPLOYMENT OPPORTUNITY</b>			
<b>Position Title</b>	UTILITY OPERATOR II or III	<b>Closing Date</b>	April 12, 2021
<b>Department</b>	PUBLIC WORKS & UTILITIES	<b>Reporting To</b>	UTILITIES SUPERVISOR
<b>Level / Grade</b>	<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"/>	<b>Hours per Week</b>	40

### 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, waster 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 supervision and shall work closely with and under the direction of the Utilities Supervisor.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures. Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

### Responsibilities

#### **DUTIES & ESSENTIAL JOB FUNCTIONS**

- Responsible for the operation, repair and maintenance of all equipment and machinery in the water treatment plant, water reservoir, sewer treatment plant, supply lines, pump stations, sewer flush truck, and sewage lift 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.
- 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 disconnections.
- Locate and perform minor repairs on water service valves, main valves, and hydrants.
- Practice preventative maintenance in water valves and hydrants. This includes operating, checking, and thawing of main valves or flushing, drainage and thawing of hydrants.

- Attend to sewer back-up calls. Rodding, unplugging, or flushing of sewer services or mains in emergency.
- Perform manual labor duties related to the repair of water main breaks, sewer blockages, hydrants, and valves.
- Operate all pickup trucks and in emergencies, assist the sewer flush truck operator.
- Attend to complaints and inquiries with regards to water and wastewater services from the public in person

**Candidates with a Level III will have additional responsibilities such as but not limited to:**

- Work with and supervise Capital Works Improvements to water and wastewater facilities as required from time to time by the supervisor.
- Investigation and evaluation of new products and methods
- Coordination of work schedules for lower-level operations.
- Standby /on call duty on a rotating basis in cooperation with the Utilities department staff.
- Communications liaison with controlling agencies (i.e. AEP).
- Other duties as assigned

## Qualifications

- At a minimum Alberta Environment and Protection Certification in the following:
  - Water treatment Level II
  - Water distribution Level I
  - Wastewater treatment Level I
  - Wastewater collection Level I
- Valid Alberta Class 5 Drivers' License
- Municipal experience in water and wastewater systems
- Knowledge of computers – Office applications and industrial control
- Knowledge of the Occupational Health and Safety Act
- Must have Water Treatment Operator Certificate Level II or III.
- First Aid and CPR certification
- Solid understanding of AEP regulations regarding water and wastewater
- Training and knowledge of field application of computers in water and wastewater treatment processes
- Full knowledge of Approvals to Operate for the Town of Drayton Valley water and wastewater systems

## 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  
Town of Drayton Valley  
Box 6837  
Drayton Valley, AB, T7A 1A1  
Fax: (780)542-5753  
Email: [hr@draytonvalley.ca](mailto:hr@draytonvalley.ca)

**Deadline to apply is no later than 4:30 pm on Monday, April 12, 2021.**

*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.*