



Town of Valleyview Employment Opportunity

Full Time Water/Wastewater Utility Operator

A challenging growth opportunity exists for a motivated Utility Operator to join our team.

The Town of Valleyview is located 350 kms north of Edmonton and 115 kms east of the City of Grande Prairie. With a population of 1,972 and a trading area of 5,000, we boast a balanced economy, excellent investment opportunities, friendly neighbours, and big city amenities in a small-town setting.

We are currently seeking an energetic and reliable individual to fill the permanent, full-time position of Water/Wastewater Operator I within the Utilities Department. The successful candidate will show proficiency in operating and maintaining a water treatment plant and distribution system, as well as managing and treating wastewater for the municipality. We are seeking an individual who is adept at planning and organizing, has strong skills in analysis and evaluation, and who can work well independently and as part of a team.

Essential Duties:

- Demonstrate a positive and proactive customer service philosophy throughout the organization.
- Ensure that responses to public inquiries and complaints are handled according to approved procedures.

Utilities Infrastructure Services:

- Assist in overseeing, operating, and maintaining the water and wastewater treatment facilities.
- Ensure all tests are performed according to policy and government regulations.
- Maintain a comprehensive set of records and abide by all reporting standards.
- Perform daily readings and tests for water treatment plant operations including daily testing of the treatment process and distribution system.
- Assist with operation, reporting, and maintenance of lagoons and lift stations.
- Perform compliance checks for the Alberta Environment License, including weekly bacteriological samples.
- Assist with the installation, maintenance, replacement, and operation of water metering and automatic meter reading (AMR) systems for all residential, industrial, and commercial meters.
- Assist with monthly investigations of any water meter anomalies.
- Assist with the operation and maintenance of the river intake pump.
- Assist with the location, operation and servicing of water valves.
- Flush, maintain, and winterize all fire hydrants.
- Conduct utility set-up and break-down of seasonal areas including the RV park.

Additional Responsibilities:

- Prepare self-development plan to identify personal education and training opportunities and review this plan annually with the immediate supervisor.
- Perform all duties and responsibilities in accordance with the Health & Safety manual approved by the Town along with Alberta Environment and Occupational Health & Safety regulations.
- Maintain confidentiality, sound discretion and integrity on municipal issues.
- Act as an ambassador for the Town of Valleyview in all dealings with the public, Council and staff.
- Operate in a manner that promotes and results in a high level of environmental stewardship.
- Perform other related duties and responsibilities consistent with the position as required or assigned by immediate supervisor.

Working Conditions:

- Requires availability for on-call after-hours duties.
- Requires the ability to work safely when operating equipment.
- Requires excellent public relations skills and sensitivity to the needs of the public.
- Requires the ability to work alone.

Behavioral Competencies:

- Deals effectively with challenging customers.

Qualifications and Education Requirements:

- Current certification in or working towards Water Treatment and Water Distribution Level I and Wastewater Collection and Wastewater Treatment Level I. Water Treatment, Water Distribution and Wastewater Collection Level II is an asset.
- Completion of Grade 12 or Equivalent
- Ability to work in a team environment.
- Confined Space Entry an asset
- First Aid Training an asset
- Valid Class 5 Driver's License

For more information contact Carol McCallum, Director of Utilities, at (780) 524-5160.

Interested candidates may submit their resumé by e-mail to Kathy McCallum at kmccallum@valleyview.ca or by mail or drop-off to:

Kathy McCallum
Town of Valleyview
Human Resources
Box 270
4909 50 Street
Valleyview, AB T0H 3N0

The Town of Valleyview thanks all applicants, however, only those shortlisted for an interview will be contacted.

The competition will remain open until a suitable candidate is found.