

## **Full job description**

### **WATER OPERATOR LEVEL I/II – WATER**

#### **THE OPPORTUNITY**

We have an exciting opportunity for a Water/Wastewater Utility Operator to join the Village of Hay Lakes for a fixed contract term (Maternity Leave Coverage & possible permanent extension). You must have certification in Level 1 and or Level 2 in Water distribution, Collection, and Wastewater Treatment with at least 3-5 years' experience. No exceptions.

#### **Reporting to the CAO:**

You are responsible for the maintenance and repair of the water distribution, and waste collection/treatment systems. Perform preventative maintenance repairs and emergency activities for all the municipal infrastructure, undertake manual labour duties as required and ensure the compliance of the Village safety policies.

You should be skilled and experienced in AB Environment reporting and following the EPEA code of practice. Must maintain water and wastewater facility daily/monthly operation and legislative compliance. Must be able to complete utility water meter reads, carry out all required water/wastewater testing and samples, flush water/sewer lines, hydrant flushing twice yearly, be able to input information into the computer, communicate with staff and resident ethically, as well as be comfortable with advising and working with engineers on planned lift station upgrades.

You should also be able to work in Public Works operators' capacity as assistant or even in occasional leadership role (this includes other municipal operational work like mowing, snow clearing etc.)

Mechanical skills in motor and engine or equipment maintenance will be great asset.

#### **THE ORGANIZATION**

The Village is 65 km southeast of Edmonton and 40 km northwest of Camrose. Flex start time between 7:00 am – 9:00pm with 7hr days Monday to Friday, some overtime maybe required.

Your schedule will be flexible to adjust to your needs.

For more information, please visit their website: [village of hay lakes.com](http://villageofhaylakes.com)

#### **RESPONSIBILITIES**

##### **Infrastructure**

- Infrastructure Maintenance, Hydrant flushing, Sewer inspection, Storm Cleaning.
- Testing and sampling of water/wastewater to ensure compliance with provincial standards.
- Preventative maintenance, repairs and emergency activities on all municipal infrastructure, i.e. water breaks, sewage back-up and homeowners CC shut off.

- Preventative maintenance on pumphouse, lift stations and wastewater treatment (Lagoon) plant equipment.
- Operate a variety of equipment including front end loader, Tractors, versus small motor pumps to perform maintenance tasks.
- Some manual labour as required using a variety of hand tools.
- Locate Alberta 1st call request on all water, wastewater and storm water locates within the Village limits in a timely manner and within the appropriate timelines (as required).
- Perform a full range of skilled and semi-skilled duties including installation of water meters and wiring, programming of SmartPoints for AMR reading, maintenance, troubleshooting, pulling large and small meters to be sent away for testing, troubleshoots automated meter reading equipment and replaces stopped and/or damaged meters.
- Video inspections of wastewater/storm water lines.
- Participate in preventative maintenance programs of infrastructure such as valve turning and flushing programs.
- Install and monitor flow recording devices in wastewater mains to capture flow capacity and to determine infiltration rates throughout town.
- Strong analytical background to be able to monitor towns SCADA system and be able to trouble shoot pumping stations and lift stations.
- Customer Service and Communication Frequently advise, direct, assist and co-operate with the general public to troubleshoot potential problems.
- Strong analytical and communication skills, both written and verbal.
- The ability to communicate effectively with public, supervisors, and other staff, and to foster positive work relationships.
- Able to cover utility on call coverage, includes evening, weekends, and stats.

#### **Risk Management & Safety:**

**It is the responsibility of the employee to take care to ensure their own safety and the safety of others, to know and follow all safety and health instructions, rules, regulations and safe work procedures and to report any unsafe or substandard condition or act as soon as possible to the employer.**

- Incumbents are responsible for ensuring that operations are performed with the utmost regard for the safety and health of all personnel, and for promoting proper attitudes towards safety and health in themselves and in those they supervise.
- Hazard Assessment and Risk Assessment for Roads, Solid Waste, Water, Wastewater, Stormwater Management, Developer Requirements, are contained in the Operations Center COR Binder.

## **QUALIFICATIONS**

- Completion of grade 12 or equivalent.
- 3- 5 years related experience in water and wastewater. (Or more) / Retired Operators are more than welcome to apply too.
- Valid Standard First Aid & CPR/AED level C (BL) CSA Std. Z1210-17 – Intermediate certificate.
- Valid WHIMS certificate.
- Valid Class 5 Driver's License (Abstract 3 years will be required and paid for by Village)
- Minimum Level 1 Alberta Environment and Parks Certification in Water Distribution, and Wastewater Collection, wastewater treatment
- Water Operator 3-5 years experience.

## **KEY COMPETENCIES**

- Strong analysis skills.
- Strong understanding of water, wastewater systems to be able to troubleshoot problems in the systems.
- Strong computer skills in both Microsoft Office and industry related software, such as SCADA and leak detection programs.
- Ability to operate a variety of equipment in a safe and effective manner.
- Strong independent and creative computer and very accurate reporting skills.
- Very strong weekly organizational and dynamic task management skills.
- Must be able to work with existing team of 2-3 public works team.

## **FOR MORE INFORMATION:**

**PLEASE CONTACT or submit an application to:**

[office@villageofhaylakes.com](mailto:office@villageofhaylakes.com)

References will be required - at least 3 and must relate to the job descriptions required above.

Only candidates selected for Interviews (likely virtually) will be contacted.

The employer reserves the right to postpone, cancel or continue the recruitment process without notice and in accordance with its operational needs.