



Town of Three Hills - Employment Opportunity

Permanent Full Time Utility Operator (OIT) or Level (I - II)

An excellent opportunity exists for a motivated Utility Operator to join our dynamic team of water professionals. This position offers a rewarding work environment in the operation and maintenance of the Town's water and wastewater utilities, including the operation of our recently upgraded water treatment plant. This is a Full-Time position requiring eight (8) hours per day, forty (40) hours per week.

The Utility Operator is responsible for providing safe and clean water to the community in accordance with relevant legislation, policies, and procedures. This position will report to the Manager of Operational Services.

FUNCTIONAL RESPONSIBILITIES

- Required to adhere to processes and policies in support of municipal goals and legislative requirements
- Operate and maintain the Town water and wastewater utilities
- Complete regular facility checks and undertake minor repairs
- Install and repair, water/sewer lines and services, meters, pumps, etc.
- Operate and maintain sewer lift stations, water treatment plants, booster and pump stations, reservoirs, etc.
- Required to work a regular shift in the "stand-by" rotation
- Ability to work a modified schedule to account for operational requirements
- May be required to assist with the operation and maintenance of additional departments
- Required to keep accurate records and prepare reports in an efficient and timely manner
- Practice and encourage safe work behaviours and comply with all safety policies and procedures
- Communicate effectively with the public, supervisors, and coworkers
- Strong written and verbal communication skills
- Demonstrate a commitment to confidentiality, professionalism, and discretion
- Ability to make minor repairs and undertake standard maintenance procedures on various types of equipment
- Proficiency in Microsoft Office Suite applications
- Perform physical labour

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Current Level I or II – Water Treatment (preferred)
- Current Level I or II – Water Distribution, Wastewater Collection, and Wastewater Treatment (preferred)
- Experience operating in a Level III Water Treatment Plant (preferred)
- May consider a Utility Operator Trainee (OIT) with the successful completion of the NAIT Water and Wastewater Technician program
- A minimum of 1 year experience or an equivalent combination of education and experience
- Minimum of a valid Class 5 Drivers License
- Current Membership with the Alberta Water & Wastewater Operators Association (AWWOA)

This position is within the CUPE Local 417-05 Collective Agreement. Based on the qualifications of the applicant, the salary range for the Utility Operator Trainee position is \$24.57 to \$28.72 per hour, the salary range for the Operator I position is \$27.72 to \$32.43 per hour, and the salary range for the Operator II position is \$32.42 to \$37.96 per hour. We offer competitive compensation and benefits package.

Individuals interested in this position are invited to submit a cover letter and resume demonstrating how your excellent skills match our list of qualifications and requirements to ea@threehills.ca, referencing "**Utility Operator**" in the subject line. Please indicate which position you are applying for in your email. A current Driver's Abstract and Police Information Check will be required by the successful candidate upon acceptance of the position. The Town thanks all applicants for their interest. The Town is an equal opportunity employer, and all applications will be reviewed to determine which candidates' qualifications most closely match the advertised requirements.

Only individuals selected for interviews will be contacted.

This posting will remain open until a suitable candidate is found. Interviews will occur as qualified applicants apply, **so apply now!**