



EMPLOYMENT OPPORTUNITY

Job Title: Utilities Operator 2 – Water/Wastewater (Full Time)

Department: Operations

Close Date: September 29, 2025, at 4:30 PM

JOB POSTING # 2025-30

The City of Lacombe is currently looking for a Utilities Operator 2 to join our team. Reporting to the Water & Wastewater Foreman, this position performs duties in support of the Utilities Department including water, sanitary, storm sewer, water meter readings, operating light and heavy equipment and occasional solid waste maintenance.

PRIMARY DUTIES INCLUDE:

- Water Distribution operator; completing the weekly inspections, water meter readings, and collecting weekly water samples.
- Wastewater Collection operator; completing the weekly inspections, wastewater meter readings, and collecting sewer samples.
- Perform minor repairs and maintenance on water and wastewater infrastructure and related facilities.
- Monitor SCADA (Supervisory Control and Data Acquisition) software for the City infrastructure, taking corrective actions as required as per their on-site training.
- Accurately and professionally respond to Utility Safety Partners locate requests (formerly Alberta One Call) on behalf of the City infrastructure.
- Assist with Hydro-excavation operations, including high-pressure flushing of wastewater lines.

OTHER DUTIES:

- Provide assistance as requested within the City of Lacombe's Utilities Department (Water, Wastewater, Solid Waste, and the water/wastewater commissions).
- Maintain awareness of, comply with, and adhere to the City's Health & Safety Policies & Procedures and the OH&S Act; by following rights and responsibilities as outlined in the Health and Safety Manual.
- Promote and model safety in the day-to-day operations of the Utilities Department.
- Participate as required in the City's Asset Management and Emergency Management Programs.
- Ability to go 'on-call' and perform related duties.
- Other duties as assigned by the Regional Utilities Forman and Manager of Utilities.

REQUIRED EXPERIENCE, QUALIFICATIONS AND CERTIFICATIONS:

- Grade 12 or GED;
- AEPA Water Distribution 1 & Wastewater Collection 1 required
- AEPA Water Distribution 2 & Wastewater Collection 2 preferred
- Three (3) years related water and wastewater experience specific to water distribution and wastewater collection
- Valid Class 5 Driver's License, Class 3, with Q endorsement with a satisfactory driving record.

SKILLS AND ABILITIES:

- Intermediate knowledge of water and wastewater systems.
- Sound knowledge and the ability to follow health and safety rules and regulations.
- Working knowledge of computers, common software, and specialized software (SCADA).
- Good public relations skills to communicate internally and externally.
- Good problem-solving skills.
- Ability to respond to concerns in a timely, solutions-focused manner.
- Ability to set priorities.
- Ability to work with staff at all levels and members of the public.
- Ability to communicate effectively using courtesy, positivity, tact, and discretion in dealing with requests, complaints, or concerns.
- Ability to work outside in various weather conditions.
- Ability to perform basic math calculations.
- Ability to work with minimal supervision.
- Physical ability to undertake the duties of the role.
- Ability to represent the City and the Utilities Department in a professional, competent manner

Salary Range: \$2,400 - \$3,000 biweekly (based on a 40-hour work week depending on skills and experience). The City offers a comprehensive benefits package, including health and welfare benefits, pension plan, and 6% vacation (approximately 3 weeks) to start.

How to Apply:

Interested candidates please submit a resume on/or before **September 29, 2025, at 4:30 pm.**

Please quote **Competition 2025-30** to:

Email: hr@lacombe.ca

Human Resources, City of Lacombe

5432-56th Avenue, Lacombe, AB T4L 1E9

We wish to thank all applicants for their interest, and we will only contact those selected for an interview.

The City of Lacombe will conduct a Police Information Check and requires an acceptable Driver Abstract prior to hiring.

JOB DESCRIPTION

POSITION:	UTILITIES OPERATOR 2 – WATER & WASTEWATER		
SALARY LEVEL:	BAND 9	REPORTS TO:	Water & Wastewater Foreman
DEPARTMENT:	Operations	EFFECTIVE DATE:	October 21, 2024

The City of Lacombe values its staff and believes success and satisfaction are based on quality service. Each employee is responsible for quality service and contributes a caring attitude and a commitment to excellence.

SCOPE

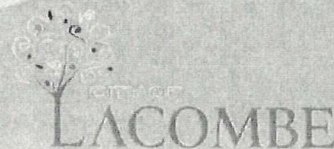
Reporting to and under the direction of the Water & Wastewater Foreman, this position performs duties supporting the Utilities Department, including water, sanitary, storm sewer, water meter reading, operating hand tools, and light and heavy equipment, including occasionally operating a garbage truck.

This position plays a crucial role in ensuring that municipal services and projects are delivered efficiently and effectively to meet the city's needs. It does not include managerial responsibilities but is essential in contributing to the overall success of departmental objectives. Employees are expected to participate in continuous improvement initiatives and adapt to evolving community needs.

MAJOR DUTIES

Activity A Team Member – Water and Wastewater

- Water Distribution operator: completing the weekly inspections, water meter readings, and collecting weekly water samples.
- Wastewater Collection operator: completing the weekly inspections, wastewater meter readings, and collecting sewer samples.
- Work and participate in all duties in a dynamic team environment within the Utilities Department.
- Under the direction of the Foreman, the Utilities Operator will aid in the execution and completion of City operations.
- Monitor SCADA (Supervisory Control and Data Acquisition) software for the City infrastructure. Taking corrective actions as required as per their on-site training.
- Perform daily maintenance on all facilities within the Utilities Department including, but not limited to pump houses, lift stations and underground infrastructure.
- Monitor, recommend, repair and maintain all aspects of the City's infrastructure.



- Evaluate results of weekly inspections and water samples and take corrective action as required.
- Be on-call for the Utilities Department.

Activity B Utilities Service Support

- Perform maintenance, troubleshoot and assist with repairs on Utility infrastructure, facilities and solid waste assets.
- Take readings at pump houses and lift stations and collect samples.
- Operate heavy equipment, including a hydro-excavation truck, backhoe, garbage truck and other related equipment.
- Assist with Hydro VAC operations as required.
- Assist with the installation, repair and reading of water meters.

Activity C Service and Locate Requests for Alberta One Call

- Provide information on and be able to accurately complete Alberta One Call Locate requests for the City of Lacombe.
- Respond to Alberta One Call Locate requests.
- Review crossing and proximity agreements with the Water & Wastewater Foreman.

Activity D Solid Waste Department

- Operate a garbage truck as a relief driver for the Solid Waste Department.
- Perform maintenance and repairs on solid waste containers.
- Solid waste-related duties as assigned by the Foreman.

Activity E Health and Safety

- Responsible for protecting their own and other's health and safety at or in the vicinity of the work site
- Responsible for following health and safety rules for the role by maintaining awareness of, complying with, and adhering to the City's health and safety policies and procedures, as well as the OH&S Act and code.
- Required to use all hazard controls and wear personal protective equipment designated by the City or required by Alberta OHS legislation
- Responsible for refraining from causing or participating in harassment and violence
- Ensuring reporting of safety concerns and conditions to the Foreman
- Completing to a satisfactory level all health and safety training by the City
- Cooperating with any person exercising a duty under the OHS legislation
- Ensuring Contractors have appropriate safety plans in place or are trained and in compliance with the City's safety program
- Promote and model safety in the day-to-day operations of the Utilities Department.

Activity F Other

- Facilitate open, ongoing consultation and communication with the ratepayers/public.
- Participates as required in the City's Asset Management Program.
- Participates as required in the City's Emergency Management Program.
- Participates in City committees appropriate to the role.
- Maintain excellent customer service with coworkers, customers, local stakeholders and the public.
- Other duties as assigned by the Manager and Foreman.

MINIMUM QUALIFICATIONS REQUIRED

- Grade 12 or GED;
- Three (3) years related Water and Wastewater experience specific to water distribution and wastewater collection; operation and maintenance of pump houses and lift stations.

LICENSES & CERTIFICATIONS REQUIRED

- **Alberta Environment and Protected Areas:** Water Distribution 1 required, Level 2 preferred and Wastewater Collection 1 required, Level 2 preferred.
- Valid Alberta Driver's License, Class 3, with Q endorsement and a satisfactory driving record (Class 5 minimum, with the ability to obtain a Class 3).

KNOWLEDGE, SKILLS AND ABILITIES

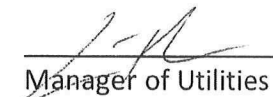
- Working knowledge of utilities operations
- Good public relations skills to communicate internally and externally
- Good problem-solving skills
- Mechanical aptitude in water and wastewater infrastructure
- Ability to respond to concerns in a timely, solutions-focused manner
- Ability to operate a variety of equipment in a safe and competent manner
- Ability to work with staff at all levels and members of the public with minimal supervision
- Ability to communicate effectively using courtesy, positivity, tact and discretion in dealing with requests, complaints or concerns
- Ability to work as part of a team
- Ability to contribute to a positive culture and work environment
- Ability to work outside in various weather conditions
- Ability to perform basic math calculations
- Ability to work with minimal supervision
- Physical ability to undertake the duties of the role
- Ability to follow health & safety procedures
- Ability to conduct test sampling and understand the results.

- Ability to represent the City and the Utilities Department in a professional, competent manner.

Approved:



Director of Operations



Manager of Utilities

Date: Nov. 18/24