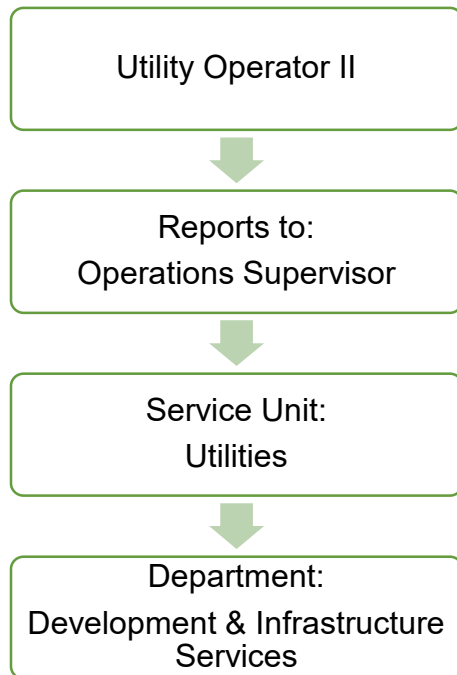


# Utility Operator II Job Description

## Position Details



<b>Supervisory Role:</b>	No
<b>Union Scope Role:</b>	Yes
<b>Position Status:</b>	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Interim <input type="checkbox"/> Casual <input type="checkbox"/> Seasonal
<b>Hours per Week:</b>	40
<b>Work Location:</b>	Infrastructure Services
<b>Job Classification:</b>	Operator

## POSITION SUMMARY

Reporting to the Operations Supervisor, this position will be required to undertake the daily maintenance functions for the water distribution and sanitary collection system. The duties and tasks include the operation, maintenance, repairs, and replacement of the water distribution system, storm water collection system, the sanitary sewage collection system, and to perform other related duties. All duties assigned will be carried out in a safe, conscientious, and efficient manner in compliance with all Town, departmental, provincial, and federal legislation, codes, bylaws, policies and procedures. This is a senior operator position which provides direction, manual assistance, and training for junior assisting staff.

## WORK RESPONSIBILITIES

- Operate and maintain all instruments, gauges, and equipment used in the daily operation and maintenance of the water distribution and wastewater collection systems
- Advise the Public Works Supervisor, Utilities Manager, or the Civil Engineering Technologist of operational issues
- Diagnose utility system problems and make the necessary repairs
- Direct tradesmen, specialists, or contractors as required
- Assist with inventory control to minimize the down time for the operation of the utility systems



## Utility Operator II Job Description

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- Must become familiar with the regular monitoring of the Supervisory Control and Data Acquisition (SCADA) system and other instruments pertaining to both the water and sewer systems
- Must perform regular maintenance and conduct inspections of the water distribution and wastewater collection system as required
- Repair water and sewer breaks as required
- Perform cc and valve repairs as required
- Service and maintain hydrants in good working condition
- Flush hydrants for water quality
- Conduct water sampling and pressure tests as required
- Install and repair water meters and conduct meter readings on a regular established schedule
- Perform sewer flushing and inspections as required
- May be required to operate the snowplough, sanding truck, loader, thawing culverts, etc.
- Perform regular housekeeping duties and tasks at all the reservoirs, pump houses, lift stations, and the public workshop
- Will be required to work independently as well as alongside the Utility Operator I, staff, or contractors
- Undertake other duties as assigned
- May be assigned a role within the Emergency Coordination Centre (ECC) for Disaster Services

### QUALIFICATIONS

- High School Diploma or GED
- Completion of Level II Water Distribution and Wastewater Collection Certification with the Alberta Water and Wastewater Operators Association (AWWOA)
- A combination of education and/or experience related to this position may be considered
- Minimum 3 years of work experience in a water or wastewater facility in a municipal work environment
- Post-Secondary Certificate, Diploma, or Degree in Water and Wastewater Operations is preferred
- Experience working in a computerized environment
- Experience training and mentoring utility operators to advance skills is preferred
- Working knowledge of all legislation, codes, and minimum standards which regulate water and wastewater operations
- Knowledge and understanding of the *Occupational Health and Safety Act (OH&S)*, *Regulations*, Workplace Hazardous Materials Information Systems (WHMIS), Confined



## Utility Operator II Job Description

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Space Entry Safety Procedures and other applicable legislative requirements to perform work in accordance with all aspects of health and safety

- Immunization for Hepatitis B and Tetanus is required
- Valid First Aid and CPR Certificate
- Satisfactory background screening is required for this position including a Criminal Record Check
- A Class 5 Driver's License, Class 3 with Air Brake Endorsement preferred, and a satisfactory Driver's Abstract; a Class 3 Q Endorsement is required within 6 months of hire

### SKILLS & ABILITIES

- Understand and execute verbal and written instructions
- Read building drawings and schematics, interpret work plans and specifications
- Exceptional verbal and written communication skills
- Demonstrate a commitment to continuous training and professional development opportunities
- Accept new challenges and assignments
- Monitor and double check information to produce consistently error-free work
- Demonstrate a safety focussed approach in performing work
- Proven problem-solving skills and flexibility to adapt to rescheduled assignments
- Overcome obstacles, pressure, difficult situations, and conflicting priorities
- Develop and maintain strong relationships with all stakeholders
- Able to work independently
- Able to work as a dependable team member

### WORKING CONDITIONS

Details pertaining to the physical demands of the position can be found in the Physical Demands Analysis and Job Hazard Assessment with Health & Safety.

#### Hours

Work on-call or stand-by shifts for after hour call out or emergencies.

#### Physical Effort

Operation and use of required tools and equipment skillfully and safely; physical endurance to complete laborious tasks and operate machinery for extended periods of time; able to perform heavy and manual lifting, bending, reaching of materials, pushing and pulling, and frequent standing and walking.



# Utility Operator II Job Description

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## Travel

Some travel to field sites within and outside the Town under various road and weather conditions. Must maintain alertness and respond appropriately using defensive driving skills in various conditions (traffic, weather, distractions).

## Work Environment

Duties performed at the Water Treatment Plant (WTP). Potential exposure to biohazards and hazards including all energy sources and high pressures, electrical, pneumatic, and mechanical. Low risk of exposure to fluoride and chemicals. Worksite vehicle traffic such as forklifts. Lift stations, booster stations, confined spaces. Work around high voltage equipment in hazardous, unsanitary, and all-weather conditions.

## HEALTH & SAFETY

Ensure the Town of Hinton health and safety policies, procedures, and safe work practices are followed in accordance with the *Occupational Health and Safety Act and Regulations*.

## APPROVALS

<b>Established:</b>	February 1994
<b>Revised:</b>	7 September 1999; 23 January 2004; October 2010; 1 April 2020; 13 May 2022