



Who We Are

Are you ready to embark on a career that combines professional fulfillment with breathtaking natural beauty? See yourself as a Utility Lead Hand in the picturesque Town of Hinton, nestled in the foothills with stunning mountain views that serve as your daily backdrop. Join a vibrant community of over 10,000 residents, located 15 minutes east of Jasper National Park gates and 300 km west of Edmonton.

The Opportunity

- Responsible for the direction of daily activities of staff in the Utilities Service Unit while assisting with the training and competency management of staff
- Expert operation and functions for water distribution and sanitary collection system
- For more information, see the attached job description, or visit www.hinton.ca/jobs

Terms of Employment

- Full-time, permanent position working 40 hours per week
- Competitive benefit package included
- Hourly wage range: \$46.39 - \$50.50

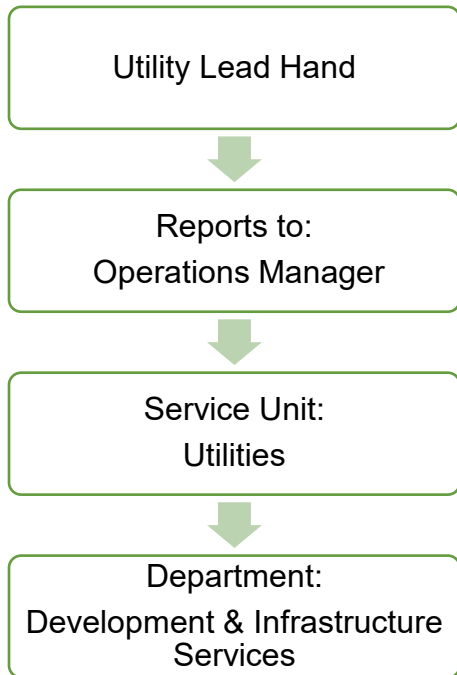
Application Information

- Submit cover letter & resume stating competition number
- Email to: recruitment@hinton.ca
- Apply By: March 1, 2026



Utility Lead Hand Job Description

Position Details



Supervisory Role:	No
Union Scope Role:	Yes
Position Status:	<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
Hours per Week:	40
Work Location:	Infrastructure Services
Job Classification:	Operator

POSITION SUMMARY

Reporting to the Operations Supervisor, this position will primarily be responsible for the direction of daily activities of staff in the Utilities Service Unit while assisting with the training and competency management of staff. This position will demonstrate expert operation and functions for the water distribution and sanitary collection system. The work performed includes the operation, maintenance, repairs, and replacement of the water distribution system, storm water collection system, and the sanitary sewage collection system. 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.

WORK RESPONSIBILITIES

- Assign, direct, coach and oversee the work of the Utility Operators
- Assess and prioritize the work necessary to perform on each shift
- Lead safety tailgate meetings at the beginning of each shift
- Maintain utilities equipment, ensuring that equipment is kept secure, clean, and in good working order
- Provide training to others on the safe usage and competency of water distribution and wastewater collection



Utility Lead Hand Job Description

- 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
- Responsible for inventory control to minimize the down time for the operation of the utility systems
- Perform 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
- Repair water and sewer breaks
- Perform cc and valve repairs
- Service and maintain hydrants in good working condition
- Responsible for the Uni-Directional Flushing Program including purging of all fire hydrants
- Flush hydrants for water quality as required
- Conduct Flow Tests as required
- Conduct water sampling and pressure tests
- Install and repair water meters and conduct meter readings on a regular established schedule
- Develop and conduct annual sewer flushing programs and inspections
- 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
- Ensure compliance to terms, conditions, and reporting requirements of the Town Water and Wastewater approvals (AEP)
- Provide all required reporting and notification to Alberta Environment in accordance with Aquatera and the Operations Manager
- 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 5 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
- 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 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

- Demonstrate effective interpersonal communication and conflict resolution skills
- Maintain a high level of confidentiality in all interactions
- Excellent customer service and public relations skills
- Balance changing priorities effectively
- Work independently, under tight timelines, while making informed decisions with minimal supervision
- Able to support, coach, and develop staff in a fully participative workplace to positively engage and motivate staff in a "safety first" environment
- Adhere to procedures and standards
- Provide training to others on the safe usage and competency of equipment
- Read building drawings and schematics, interpret work plans and specifications
- Possess good time management and delegation skills
- Strong capability to identify needs, plan and to develop goals, priorities, and outcomes measures
- Make recommendations and/or resolve situations



Utility Lead Hand Job Description

- Develop and maintain strong relationships with all stakeholders
- 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.

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, directives, and safe work practices are followed in accordance with the *Occupational Health and Safety Act* and *Regulations*.

APPROVALS



Utility Lead Hand Job Description

Established:	13 June 2024
Revised:	