

**MUNICIPALITY OF CROWSNEST PASS**

**JOB DESCRIPTION**

**UTILITY OPERATOR I – Full Time**

POSITION TITLE:	UTILITY OPERATOR I
REPORTS TO:	PUBLIC WORK SUPERINTENDENT
REVISION DATE:	September 13, 2007

**POSITION SUMMARY**

Reporting to the Public Works Superintendent or designate, the Utility Operator I will be required to undertake those duties performed by the Sewage Treatment Plant crews as well as aid the public works department in the installation of new or the repair of existing water mains by performing the necessary tests to insure water quality when your assistance is required.

A Utility Operator I must obtain and maintain Level I certification in Waste Water Collection and Treatment as well as a Level I Water Treatment and Distribution Certifications and MUST continue to obtain Level II Waste Water Collection and Treatment certification. The new utility operator will follow the guidelines and pay scale set out in section 9.04 of the Collective Agreement until such time as he/she meets these qualifications. Upon completion of the requirements the employee will move to the Utility Operator II classification.

The Municipality will provide this individual with the opportunity to take any necessary training required to meet the certification requirements.

**Job Requirements**

1. Operate and maintain the water and wastewater treatment facilities to the extend to the Level I Certification, as well as take any samples and perform any tests as stipulated by Alberta Environment in our licenses.
2. Report testing results to Alberta Environment on a daily basis as well as keep records for daily, monthly and yearly report sheets.
3. Handle and transport dangerous chemicals on a daily basis requiring the use of appropriate protective equipment not limited to but including SCBA.
4. Assists in the operation and maintenance of the water distribution and sewage collection systems.
5. Assists in the operation and maintenance of storm water collection system and drainage network.
6. Inspect water and sewer hookups and disconnections as required.
7. Conduct minor equipment repairs as necessary and maintain machines and equipment according to the Preventative Maintenance program such as oil/gas/greasing.
8. Responsible for the cleanliness and appearance of all Town Equipment he/she operates.

**JOB DESCRIPTION – UTILITY OPERATOR I**  
**PAGE 2**

---

**Job Requirements- cont'd**

9. As a working member of the crew, provides guidance and supervision to subordinate workers on site for safe and satisfactory completion of the work.
10. Ensure that safety standards under the Occupational Health and Safety Act and Pursuant regulations are adhered to, including protective equipment and clothing. This will require a good working knowledge of the Act and Regulations. All duties are to be performed within Municipal Policies and procedures and WHIMS guidelines.
11. Keep abreast of new practices, techniques, and innovative methods pertaining to utilities operations and development.
12. Operates equipment including but not limited to the loader, tandem truck, filter press and any other miscellaneous equipment.
13. Assist in facility maintenance of public property such as buildings, landscaping, plumbing, painting, welding, carpentry, minor electrical work, and motor vehicle maintenance.
14. Undertake Disaster Services responsibilities such as flood or other emergencies, as required.
15. Subject to “call out” in accordance with the “on call” roster and subject to “call out” duties as required.
16. Must be willing to work on a seven day per week schedule including weekends and statutory holidays on a rotational basis.
17. Other duties as required by the supervisor.

**Minimum Qualifications**

1. High School Diploma or equivalent.
2. Work towards obtaining an Alberta Environment Level I Certificate for Water Treatment and Distribution and Levels I and II Certificate for Wastewater Collection and Wastewater Treatment Systems. Must be in possession of said Certifications within 27 months of being awarded this position.
3. Basic knowledge of the water and wastewater distribution and collection system as well as the water and wastewater treatment system.
4. Valid Alberta Class III driver’s license with air endorsement.
5. Have or be willing to obtain a Transportation of Dangerous Goods Certificate and WHMIS.
6. As provided for in the Collective Agreement, this position is subject to a skills test prior to final award of the posting.

**JOB DESCRIPTION – UTILITY OPERATOR I**  
**PAGE 3**

---

**Responsibility**

The incumbent performs a wide variety of tasks within defined guidelines. Work is spot checked by his/her supervisor. Consequence of error in judgment could result in damage to equipment. Work, which is not performed up to standard or on schedule, may result in safety hazard to the general public.

Close attention is required in all heavy equipment operation to ensure safety of operation, coworkers and the general public. There will be extended periods of concentration requiring mental-sensory coordination such as operation of loaders, tandem dump trucks, filter press and the repairing and servicing of motors and pumps.

**Resource Management**

The position has responsibilities when working with other employees, shows summer students/casuals how, but not limited to, the operation of hand tools and simple tasks.

**Working Conditions**

Work requires the position to work outdoors every day regardless of the weather conditions. The position is exposed to extremes of temperatures, rain, snow, mud, dust, odor, raw sewage and equipment vibrations.

Considerable risk for minor cuts/injuries exists on a daily basis. There is potential for more serious lost time injuries from time to time. The work of the position requires considerable climbing off and on equipment as well as lifting medium to heavy objects.

**Knowledge & Skills & Personal Attributes**

The position requires a good knowledge of water and sewer distribution systems, knowledge/skill to operate a variety of equipment in a safe manner; as well as a general knowledge of rough carpentry, plumbing, painting, welding, and mechanics.

Major contacts are with colleagues. Contact with the general public occurs normally for the purpose of information exchange. Major requirements are for courtesy in contacts.

The Utility Operator I shall demonstrate strong personal characteristics such as honesty, integrity and trustworthiness and display an ability to follow instructions from his/her supervisors as well as relay the same to others.

The Utility Operator I shall be able to work as a member of a team and must get along well with others, including those of different cultural, gender and nationalities. This individual shall also demonstrate acceptable public relations skills in dealing with the public.