

MUNICIPALITY OF CROWSNEST PASS

JOB DESCRIPTION

UTILITY OPERATOR II

POSITION TITLE:	UTILITY OPERATOR II
REPORTS TO:	PUBLIC WORKS SUPERINTENDENT
REVISION DATE:	October 26, 2005

POSITION SUMMARY

Reporting to the Public Works Superintendent, the Utility Operator II position's purpose is to operate and maintain all water and sewer treatment facilities and to 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.

A Utility Operator II must obtain and maintain a Level II certification in Waste Water Collection and Treatment as well as a Level I Water Treatment and Distribution Certifications.

Job Requirements

1. Operate and maintain the water and wastewater treatment facilities, 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.
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.

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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. Operate equipment including but not limited to the tandem sewer 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. Proven ability in the construction, repair, operation and maintenance of water distribution, sewage collection, and drainage systems.
15. Undertake Disaster Services responsibilities such as flood or other emergencies, as required.
16. Subject to “call out” in accordance with the “on call” roster and subject to “call out” duties as required.
17. Must be willing to work on a seven day per week schedule including weekends and statutory holidays on a rotational basis as set out in section 9.04 of the Collective Agreement.
18. Other duties as required by the Supervisor.

Minimum Qualifications

1. High School Diploma or GED equivalent.
2. Must possess or work towards obtaining an Alberta Environment Certificate Operator Level I for Water Distribution and Water Treatment as well as an Operator Level I for Wastewater Collection and Wastewater Treatment Systems.
3. Must work towards obtaining an Alberta Environment Certificate for Level II Wastewater Collection and Treatment and maintain same.
4. Basic knowledge of the water and wastewater distribution and collection system as well as the water and wastewater treatment system.
5. Valid Alberta Class III driver’s license with air endorsement.
6. Have or be willing to obtain a Transportation of Dangerous Goods Certificate and WHMIS.

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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 the sewer tandem dump truck, filter press and the repairing and servicing of motors and pumps.

Resource Management

The position may have lead hand supervisory responsibility when working with other employees, shows temporary employees how to operate equipment, 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 II 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 II 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.