



JOB DESCRIPTION

POSITION TITLE: WATER AND SEWER PUMP OPERATOR

REFERENCE NO: 65200

DIVISION: ENERGY AND INFRASTRUCTURE

DEPARTMENT: CITY ASSETS

APPROVAL DATES: BY: _____ DATE: _____
MANAGING DIRECTOR – ENERGY AND INFRASTRUCTURE

BY: *Stan Schwabert* _____ DATE: October 12, 2021
CHIEF HUMAN RESOURCES OFFICER

GENERAL DESCRIPTION:

This technical position is accountable for daily operation as well as planning, coordinating and performing maintenance of the Water and Sewer Pump Stations and related equipment in a safe and efficient manner.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Superintendent Maintenance– (City Assets- Environmental Utilities).
- Responsible for the direction and supervision of assigned assistant.
- Maintains internal relationships with Water and Sewer Operators, electrician/instrumentation technicians, engineering and administration staff, and Treatment Plants operators.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Performs inspections, adjustments, operates and maintains water and sewer pump stations/ reservoirs and related equipment.
- Performs daily and routine maintenance of all equipment
- Troubleshoots and repairs equipment using technical documents and experience.
- Assists the Maintenance Supervisor in planning of routine and project work.
- Determines labour, material, equipment/tool, subcontract and time requirements to plan and complete maintenance activities including researching suppliers and ordering material as required.
- Plans, participates in, and completes projects and maintenance work including equipment overhaul using technical documentation including engineering/manufacturers drawings and specifications.
- Work performance is subject to City and department policies; applicable government legislation and safety procedures; and utility bylaws and work procedures.
- Works unsupervised in the performance of maintenance assignments.
- Assists, trains, and instructs assigned employees.
- Supervises work of assistant including inspection for quality and compliance to standards.
- Performs water and wastewater sampling and tests as assigned.
- Maintains accurate operations and maintenance records for historic purposes and for planning maintenance requirements.
- Maintains materials inventory and provides input into the budget process and equipment purchases.
- Performs all other duties as assigned.

REQUIRED COMPETENCIES:

- Sound knowledge of current practices, materials, tools/equipment and methods used in pump stations operations and maintenance.
- Sound knowledge and skill in the proper and safe operation of department vehicles, equipment and

- tools.
- Sound knowledge of water distribution and wastewater collection systems to establish operating parameters of pump stations.
 - Sound knowledge of station heating, ventilation, electrical and instrumentation/control systems.
 - Knowledge of the principles of supervision.
 - Working knowledge of applicable safety regulations, standards, policies and procedures.
 - Knowledge of Alberta Environment regulations and City Approval documents.
 - Excellent maintenance skills (such as shaft alignments, bearing replacements, pump and valve re-packs, pump overhauls, valve repair, etc...)
 - Ability to understand manufacturers and engineering documents, specifications and drawings.
 - Ability to operate department Class 2 equipment and grounds maintenance equipment.
 - Ability to establish and maintain effective working relationships with others.
 - Ability to express ideas clearly and effectively, orally and in writing.
 - Proficient in the use of Microsoft and other current office software in a network environment and ability to become competent with the City specific software programs.
 - Ability to understand and execute oral and written instructions.
 - Ability to work with minimal supervision.
 - Ability to train and direct assistant in safe and effective operations and maintenance activities.
 - Ability to work outdoors under extreme weather conditions for extended period.
 - Ability to perform heavy physical work.
 - Review, understand, commit and work in the safest possible manner consistent with Occupational Health and Safety Legislation and the City's Health, Safety and Environment Management System.

REQUIRED QUALIFICATIONS:

- Successfully complete Grade 12 or high school equivalency.
- Possess a Journeyman Millwright Certificate.
- Possession of an unrestricted AEP Water Distribution Level 2 or higher and Wastewater Collection Level 2 or higher Operators Certification.
- Two years' experience in pump station operations and maintenance work in which the required knowledge, abilities and skills can be demonstrated.
- Possess and maintain a valid Class 5 Alberta Driver license with an acceptable driving record.
- Possess a valid Standard First Aid Certificate and a current Defensive Driving Course.
- An equivalent combination of management approved training and experience may be considered.

Sept 9, 2021