



JOB DESCRIPTION

CLASSIFICATION: WATER & SEWER SYSTEM OPERATOR - ENTRY

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REFERENCE NO: 100302

DIVISION: ENERGY AND INFRASTRUCTURE

DEPARTMENT: CITY ASSETS

APPROVED BY: By: _____ **DATE:** _____
MANAGING DIRECTOR – ENERGY AND INFRASTRUCTURE

By:  _____ **DATE:** October 12, 2021
CHIEF HUMAN RESOURCES OFFICER

GENERAL DESCRIPTION:

This position is primarily related to operation, installation, maintenance and repair of the City's Water Distribution and Wastewater Collection Systems infrastructure.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to a Field Operations Supervisor or his designate.
- Maintains working relationships with department and city staff.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Participates in the operation, installation, maintenance and repair of all department infrastructures.
- Ensures that all assigned equipment, tools and vehicles are properly and safely operated and maintained.
- Work performance is subject to:
 - City and City Asset Department policies.
 - All applicable government legislation and safety procedures pertaining to the water and wastewater industry.
 - The utility bylaws and working procedures.
- Responds to public inquiries.
- Assists with locating, diagnosing and repairing system faults.
- Assists with training junior operators as assigned.
- Operates Class 2 equipment.
- 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.
- Performs weekend duties and call out duties as assigned.
- Performs other duties as assigned.

REQUIRED COMPETENCIES:

- Knowledge of the current practices, materials, equipment and methods used in the installation, operation, maintenance and repair of water distribution and wastewater collection systems.
- Ability to properly and safely operate and maintain department equipment, tools and Class 2 equipment.
- Ability to establish and maintain effective working relationships with others.
- Ability to communicate effectively orally and in writing and to accurately maintain work records.
- Ability to understand and execute oral and written work instructions.

- Ability to read and correctly interpret engineering specifications and drawings.
- Ability to work effectively with minimum supervision including some tasks with no direct supervision.
- Ability to perform heavy physical work as required.
- Ability to work outdoors under extreme weather conditions for extended periods of time.
- Knowledge of Occupational Health and Safety Regulations and Standards and City Policies.

REQUIRED QUALIFICATIONS:

- Successful completion of Grade 12 or high school equivalency diploma.
- Possess and maintain of a valid Class 3 Alberta motor vehicle operator's license with air endorsement and satisfactory driving record.
- Minimum Certification is Alberta Environment Water Distribution AND Wastewater Collection Level I.

Certification requirement progression is as follows:

- Step 1
 - Must have successfully completed Grade 12 Education or high school equivalency diploma.
 - Possession of a valid Class 5 Alberta motor vehicle operator's license with an acceptable driving record.
- Step 2
 - All the Step 1 qualifications.
 - Valid Class 3 Alberta motor vehicle operator's license with air endorsement.
- Step 3
 - All the Step 1 & 2 qualifications.
 - Possession of California State University Sacramento Water Distribution System Operation and Maintenance (Volume 1) and Operation and Maintenance of the Wastewater Collection Systems (Volume 1) Certificates.