



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

WATER SERVICES DRINKING OPERATOR PERMANENT, FULL TIME (40 HOURS PER WEEK)

Reporting to the Supervisor of Water Services, this position is responsible for operational aspects of the Township's water systems including routine maintenance, monitoring, and emergency repairs. This position is responsible for all technical aspects of water supply, treatment, storage, and distribution and contributes to the development and implementation of the Drinking Water Quality Management System.

Major Duties & Responsibilities:

Water Treatment

- Operate and maintain municipal well sites including pumps, valves, reservoirs, controls, disinfection systems and SCADA system.
- Responds to unplanned or unscheduled maintenance or repairs and issues resulting from SCADA alarms and data trends.
- Investigate, assess, and troubleshoot well site issues.
- Optimize processes and water quality.
- Ensure proper verification, calibration of water quality instruments.
- Working in hazardous environments including confined spaces.
- Working with hazardous chemicals including chlorine gas, nitrogen gas and carbon dioxide.

Water Distribution

- Operate and maintain the Township's water distribution system including pumps, valves, controls, mains, services, hydrants, elevated storage tanks and SCADA system
- Respond to unplanned or unscheduled maintenance or repairs such as water main breaks, service leaks and other related emergencies.
- Operate specialized equipment such as, but not limited to, leak detection equipment, hydraulic valve turner and line locating equipment.
- Operate heavy equipment such as hydro-excavating equipment, backhoes, loaders, dump trucks and snow removal equipment.
- Working in hazardous environments including confined spaces, open trenches and with controlled substances.

Compliance

- Assist in ensuring the Township's water system is operated in compliance with all applicable legislation, regulations and permits.
- Work providing 24/7 coverage to comply with all regulations and legislation.
- Regulatory sampling to ensure compliance with regulations, legislation, standards, and acceptable practices.
- Ensure proper safety procedures are following and comply with Occupational Health & Safety Act, Ontario Traffic Manual and Public Utility Safety regulations.
- Ensure that proper methods and standard operating procedures are followed to maintain public health and protection of the environment.
- Complete documentation with appropriate detail and accuracy as required for regulatory, quality management system and financial needs.
- Participate in all aspects of the water quality management system including internal auditing, proper documentation, SOP (Standard Operating Procedure) review and development and risk assessment.

Work Planning, Corporate Support, and Customer Service

- Ensure Water Services equipment is well-maintained and kept in good repair.
- Assist in scheduling to carry out the approved projects in conjunction with the Manager and Supervisor.
- Liaise with the Supervisor of Water Services on a regular basis to schedule day's routine work and week's major work.
- Maintain good working relationship with MECP, MOH and the public community.
- Supplies purchasing, inventory control and asset management
- Organize materials and equipment for jobs and ensure all locates, trench opening numbers and approvals are obtained before work proceeds.
- Coordinate with contractors, engineering, Township representatives, other utilities and government agencies.
- Assist in scheduling and communicating planned water outages.
- Participate in the water on-call and call-out rotations.
- Be available to periodically work weekends and outside normal working hours.

Minimum Qualifications and Requirements:

- Secondary School Diploma
- Post-secondary diploma or degree in environmental sciences or related field is considered an asset.
- Possess and maintain at a minimum valid Operator-In-Training certifications and be willing to obtain the following certifications within a reasonable timeframe:
 - Class 3 Water Distribution License; and
 - Class 2 Water Treatment License.
- Experience in the operation and maintenance of a Municipal Drinking Water System.
- Possess and maintain a valid class G driver's license with an acceptable driving record.
- Willing and able to obtain a Class D driver's license with a Z endorsement.
- Possess or be willing to obtain in a reasonable time frame the following certifications: Confined Space Entry; Transportation of Dangerous Goods; First Aid/CPR; High angle Rescue; OTM Book 7 Training; Chlorine Gas Training; Working at Heights.
- Working knowledge of computer software programs such as Microsoft Office and related programs.
- Ability to understand and abide by municipal policies, procedures, and directives.
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the Township of Centre Wellington vaccination requirement, prior to commencing employment.

Hourly Rate of Pay: \$27.36 - \$35.50 per hour [2021 Rates]
(Individual hourly rate adjusted according to held certification)

How to Apply: Township of Centre Wellington, 1 MacDonald Square, Elora, ON NOB 1S0
via email to: careers@centrewellington.ca

Deadline to Apply: **Monday, December 13, 2021 at 4:00 p.m.**

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at www.centrewellington.ca and search the Job Opportunities link. Please submit your cover letter and resume in one document in .PDF format and indicate the position title in the subject line of email. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. **No phone calls please.**

As the COVID-19 pandemic evolves, we continue to adjust recruitment practices based on the guidance provided by our local Public Health Unit. Assessment of candidates may be via video/remote interviews or physically distanced face to face interviews. We thank all those that apply; however only those candidates selected for an interview will be contacted.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.