

Selwyn Township Job Description

Position: Water & Wastewater Operator	Page: 1 of 3
Reports To: Water & Wastewater Supervisor	Date: February 2024
This Job Description is: <input checked="" type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/> Revised <input type="checkbox"/> Rescinded	

Job Summary:

To maintain the ongoing operations of the Water and Wastewater systems to meet the QMS, DWQMS and SDWA standards along with all other related government legislation.

Duties and Responsibilities:

1. Responsible for daily operations, performing preventative and emergency maintenance on water and wastewater systems, following the Township's quality management system as well as all provincial legislation.
2. Performs the installation, repair, replacement and readings of water meters.
3. Maintains accurate records of water and wastewater systems within the Township.
4. Ensures that all utility locations are marked in work areas, and as required, locates and marks underground Township infrastructure.
5. Performs regulatory and operational sampling, taking remedial action for adverse water samples and ensures compliance with legislative requirements.
6. Assists the Project Coordinator Water & Wastewater, Water and Wastewater Supervisor and Manager of Public Works with the ongoing monitoring and improvement of the Drinking Water Quality Management System (DWQMS) including co-operating during internal and external audits.
7. Performs inspections for new water and wastewater connections to existing systems.
8. Provides input on department policies and procedures as required.
9. Ensures purchases are made in accordance with the municipal purchasing policy, verify and submit all department related billings to the Manager of Public Works for approval in an accurate and timely manner.
10. Produces and maintains any forms, records, reports and correspondence as required.
11. Attends meetings as required.
12. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
13. Responsible to adhere to the Occupational Health & Safety Act and the Municipal Health & Safety Policy.
14. Performs other duties and carries out special projects as assigned.

Township of Selwyn Job Description	
Position: Water & Wastewater Operator	Page: 2 of 3

Supervision:

This position does not require the incumbent to supervise or direct the work of others.

This position does supervise and direct the work of contractors and subtrades engaged by the municipality.

Contacts:

Internal: With the Water & Wastewater Supervisor, the Manager of Public Works, and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With contractors and suppliers to provide information to complete work assignments.

With various Municipal/Provincial/Federal agencies to provide and obtain information.

With the general public to provide information, ensuring polite and tactful relations.

Working Conditions:

Exposure to hazards and inclement weather conditions. Some exposure to chemicals and gases.

The incumbent may be required to work unusual hours in order to handle emergencies outside of normal working hours.

Occasionally required to work in confined or tight spaces to access parts and sections of equipment requiring maintenance.

Job Knowledge:

Ontario Secondary School Diploma or equivalent and a minimum of 1 year related experience in a similar role.

Current Class 2 Water Treatment license, Class 2 Water Distribution license, Class 2 Wastewater Treatment license and Class 2 Wastewater Collection license. Water Meter Installers Certificate preferred.

Township of Selwyn Job Description	
Position: Water & Wastewater Operator	Page: 3 of 3

Requires a valid Class “G” driver’s license. Class “D” driver’s license with “Z” endorsement is considered an asset.

Good working knowledge of Ministry of the Environment policies affecting water and wastewater operations.

Good organizational and communication skills

Proven effective customer service skills.

Key Competencies:

- Adaptability/ Flexibility
- Communication
- Customer Focus
- Initiative
- Job Knowledge
- Quality Orientation
- Team Work and Cooperation