



## Job Description

### Utility Operator

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**Job Title:** Utility Operator  
**Department:** Public Works  
**Reports to:** Utility Foreman and Utility Lead Hand

#### **General Accountability:**

This position is responsible for conducting routine testing, monitoring and maintenance required to effectively operate the water and wastewater facilities by performing the following duties:

#### **Specific Duties:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Operate the water, water distribution, wastewater collection and wastewater disposal facilities.
- Ensure compliance with all Alberta Environment approvals and licenses.
- Operating, maintaining, troubleshooting and monitoring all necessary equipment and structures as well as keeping records of results.
- Troubleshooting day-to-day operational issues and developing solutions to rectify these issues.
- Coordinating facility maintenance activities and assisting in developing maintenance programs.
- Monitoring and meeting internal quality standards (i.e.: safety & environmental).
- Data collection for monthly regulatory and operational reporting, as required.
- Maintaining and developing Standard Operating Procedures.
- Must attend all safety tool box and safety tailgate meetings.
- Perform other duties as assigned from time to time.

#### **Minimum Qualifications:**

- Grade 12 diploma or equivalent.
- Valid Class 5 driver's license.
- Knowledge of the Alberta Environmental Codes of Practice for Water/Wastewater Systems and the Occupational Health & Safety Act.
- Have or be working towards the Level 1 Water Treatment, Water Distribution, Wastewater Collection and Treatment Certificates.
- Two or more years of experience in operating and maintaining water and/or wastewater plants; Experience with Industrial Wastewater Treatment is desirable.
- Able to respond to ratepayers concerns/complaints in a professional manner.
- Able to communicate effectively with contractors.

- Liaising with Alberta Environment if required.
- Standard First Aid/CPR, H2S Alive, WHMIS, Confined Space Entry, TDG training and experience with wastewater treatment lagoons would be considered an asset

This position is required to work afterhours and weekends as necessary.