



POSITION DESCRIPTION

POSITION:	WATER OPERATOR
DEPARTMENT:	PUBLIC WORKS
CURRENT ISSUE:	JULY 2023
NEXT REVISION:	JULY 2028
AFFILIATION:	CUPE

POSITION SUMMARY:

Reporting directly to the Operations Manager, the Water Operator completes operations and maintenance of the water distribution, wastewater collection systems, and the road network in accordance with approved policies and procedures.

DUTIES AND RESPONSIBILITIES:

1. Performs the responsibilities of the position within the legislative and regulatory standards as set out in all applicable provincial and municipal regulations, policies and by-laws.
2. Installation, extension and repair of water mains, sewers, drains, road works and related appurtenances on public and private property, as required according to approved Municipal policy, including the repair of water, sanitary and drainage piping and services.
3. Performs tasks related to the scheduled maintenance of the water system, sanitary sewer, storm sewers, road works and related appurtenances as assigned by the Operations Manager or designated supervisor.
4. Performs troubleshooting and repairs as required to the water, sanitary sewer, and storm drainage systems during emergency situations.
5. Prepares and maintains well documented records relating to works completed.
6. Capable of operating equipment required to perform the above duties and winter maintenance (all light equipment and most heavy equipment owned by the Municipality) and performs basic maintenance on vehicles and equipment, to ensure equipment is in good repair.
7. Perform maintenance of the roadside and other Municipal owned property including signage, litter pick-up, tree planting, trimming, removal and grass cutting.
8. Performs work on department construction projects as directed by the Operations Manager.
9. Completes own time cards daily
10. Maintains safe work environment and adheres to safety regulations at all times. Installs work area protection, locations and proper traffic control in accordance with applicable regulations.
11. Provides support for Lead Hands and acts as Operator in Charge (OIC) for duties relating to operation of the water and wastewater systems in accordance with Municipal policies;
12. Locates buried piping systems using various equipment and tools.

13. Install and read water meters as required
14. Participates in the on-call rotation for response to service calls outside normal operating hours.
15. Perform general labour duties as required.
16. The above generally describes the duties involved with this position. However, municipal work is varied in nature and the works department staff is small, therefore, employees will be required to perform duties in addition to the above from time to time as directed by the Operations Manager.

QUALIFICATIONS:

- Class 1 Certification for Water Distribution and Supply Sub-System in good standing with the Ontario Ministry of Environment. May considered incumbents with OIT, however must be able to obtain Class 1 License within 24 months.
- Class 1 License for Wastewater Collection in good standing with the Ontario Ministry of Environment. May considered incumbents with OIT, however must be able to obtain Class 1 License within 24 months.
- High School Graduate (Grade 12 Diploma).
- Minimum of three years experience relevant to key responsibilities considered an asset.
- Valid Class DZ driver's license in good standing with the Ministry of Transportation considered an asset.
- Good oral communications and public relations skills.
- Ability to work with minimal supervision.

PRINCIPAL ACCOUNTABILITIES:

In addition to the general requirements of the Municipality for regular and reliable attendance, timeliness and personal conduct consistent with Municipal policies and procedures, the incumbent is expected to:

- Promote and maintain clear lines of communication that foster successful interpersonal relationships. Such communication shall be timely, informative, accurate, courteous, responsive and complete.
- Maintain the confidentiality of all employee and resident related information deemed to be confidential.
- Ensure that the equipment of the department is maintained, respected and that preventative maintenance is undertaken. Ensure that equipment is utilized in a safe manner by informed staff, conforming to established operating specifications, and standard operating procedures.
- Maintain all necessary qualifications and certifications and ensure all professional standards and legislative requirements are met.
- Be fully knowledgeable of your responsibilities under the Occupational Health & Safety Act and Regulations, and to work in compliance with these provisions in order to create an environment, which is conducive to the health and safety of the Municipality's employees, residents, volunteers and other stakeholders. You are expected to work in a safe manner at all times and report any hazards or incidents as soon as possible.

- Be fully knowledgeable of the Occupational Health and Safety Manual to understand actions expected.
- To take a problem-solving approach to your work, using sound judgment, acting appropriately to ensure safety.

APPROVAL:

This position description has been approved by the Operations Manager & Director of Public Works.

TITLE	SIGNATURE	DATE
Operations Manager	_____	_____
Director of Public Works	_____	_____

INCUMBENT'S SIGNATURE

I, _____, have read and understand the content of the above position description.

Employee signature: _____ Date: _____

WATER OPERATOR - PHYSICAL DEMANDS

TASK DEMANDS: Frequency of identified physical tasks in job responsibilities

TASK		FREQUENCY			
		Never (0%)	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Sitting – remaining in the normal seated position			X		
Standing – remaining on one's feet in an upright position without moving about or combined with walking				X	
Walking – moving about on foot on level or uneven surfaces				X	
Stooping/Bending – bending down and forward at the waist in a sitting or standing position				X	
Kneeling – bending legs to rest on one or both knees			X		
Crouching/Squatting – Bending down and forward by bending legs at knees			X		
Crawling – Moving about on hands and/or knees or feet.			X		
Twisting – Rotating upper torso left and right while sitting or standing				X	
Balancing – maintaining body equilibrium to prevent falling when walking, standing, crouching, kneeling on narrow, slippery or moving surfaces.				X	
Climbing – Ascending/descending ladders, stairs, scaffolding, poles or inclined surfaces.				X	
Keyboarding – using a computer keyboard, adding machine, calculator, typewriter, etc.			X		
Reaching – extending hands and/or arms below, at or above shoulder height				X	
Gripping/Handling – manipulating objects with the hands by seizing, holding, grasping using a power grip or simple gripping			X		
Fingering – manipulating objects using the key, palmar or tip inch grip positions.			X		
Lifting	Under 10 lb. (4.5 kg)		X		
	10 – 20 lb. (4.5 – 9.0 kg)		X		
	20 – 40 lb. (9.0 – 18.0 kg)		X		
	Over 40 lb. (27.0 Kg)		X		
	Specify: Mechanical Lift				

PUSH/PULL REQUIREMENTS (Identify specific tasks requiring pushing/pulling equipment involved)	Frequency		
	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Pushing/pulling of equipment (eg. lawnmowers, carts, auto-scrubbers or other cleaning equipment)	X		

OTHER PHYSICAL/COGNITIVE REQUIREMENTS: Identify special requirements used routinely in the job and identify job task (e.g. listening and visual concentration for transcription; mental concentration for multi-tasking etc.)

PHYSICAL/COGNITIVE REQUIREMENT	JOB TASK	YES	NO
Mental Concentration	Fast-paced, multi-tasking environment, critical thinking, problem solving	X	
Risk of Eye Strain	Constant viewing of computer monitors		X
Mental Demands	Working with tight deadlines, decision making accountability, legislative restrictions	X	

WORKING RELATIONSHIPS

Internal	Department Head, Operations Manager, other Department Employees and employees of other municipal departments.
External	Various contractors and consultants, suppliers, and the general public

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Residents	X					Providing information; follow-up on complaints and inquiries	X	
Stakeholders/Contractors		X				As team leader and member; supporting departments and unit activities, purchase orders	X	
Employees/Managers						Communicating, collaboration, consulting, providing direction, Performance accountability		
Members of Council						Providing information, seeking approval/direction		

Externally (e.g. suppliers, staff of other Municipalities, Government Agency, Local Businesses, General Public)

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Other Municipalities/Government Agencies/Local Businesses		X				Supporting referred-in workload	X	

ENVIRONMENTAL DEMANDS:

The majority of work is in the outside environment with some office works. The office environment may be busy and noisy often dealing with interruptions. Outside work on a variety of surfaces ranging from hard concrete to uneven soils and slippery conditions. Working in trenches, and confined spaces

occurs. May require work with hazardous chemicals. Interactions with contractors and residents occurs often, requiring good oral communications.

WORKING CONDITIONS:

This position is required to work regular full-time hours in an outdoor and office environment. However, additional work may be required due to events occurring outside of normal working hours, including sewer and water related or for winter maintenance. Availability for 24 hour on-call rotation is a requirement.

SUPERVISORY/MANAGEMENT ACCOUNTABILITIES: No

THE ABOVE INFORMATION IS CORRECT AS APPROVED BY:

Departmental Manager

REVIEWED BY:

Human Resources

Incumbent