



## Position Description

---

<b>POSITION TITLE:</b>	<b>Utility Operator I</b>
<b>DEPARTMENT:</b>	<b>Municipal Services</b>
<b>REPORTS TO:</b>	<b>Municipal Services Director</b>

---

### SUMMARY OF POSITION:

The role of the Utility Operator I is to operate and maintain the sewer, water treatment, and wastewater facilities. The Utility Operator I is to have achieved their level I water treatment, Water Distribution, Wastewater Treatment, and Wastewater Collection certificate.

The Utility Operator I shall provide management with accurate and timely information to ensure municipal operations are maintained effectively and efficiently. It is also the responsibility of the Utility Operator I to provide safe and clean water to the community in accordance with relevant legislation, policies, and procedures.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Successful completion of a Grade 12 diploma or GED certificate
- Current Level I Water Distribution & Water Treatment
- Minimum of a valid Class 5 Drivers License with Q (Airbrake) endorsement with a preferred class three license
- Maintain a current Membership with the Alberta Water & Wastewater Operators Association (AWWOWA)
- Continue to acquire Continuing Educational Units as per Operator Guidelines
- A minimum of 5 years' experience or an equivalent combination of education and experience

### KEY DUTIES AND RESPONSIBILITIES:

#### 1. Utility Operator Operations

- a) Shall be required to adhere to processes and policies in support of municipal goals and legislative requirements.
- b) May be required to operate and maintain all water and wastewater utilities Operated by the County.
- c) Collection of daily and monthly data to assist in compilation of monthly and yearly reporting requirements.
- d) May be required to make regular checks and undertake minor repairs or standard maintenance procedures on any or all water and wastewater utility equipment.
- e) May be required to install and repair, water/sewer lines and services, meters, pumps, etc.

## UTILITY OPERATOR I JOB DESCRIPTION

- f) May be required to operate and maintain sewer lift stations, water treatment plants, booster, and pump stations, reservoirs, lift stations, lagoons, etc., and general knowledge of related electrical equipment.
- g) Shall perform those tasks assigned by supervisor and or those tasks required in his absence including pipeline inspection, utility locations, access approach locations, and utility relocations as assigned.

### 2. Other Duties

- a) May be required to work a modified work schedule to account for operational requirements.
- b) May be required to provide back-up or supervision for the Utility Operator Trainee and level I positions.
- c) May be required to supervise and work with a small crew of employees on designated projects.
- d) May be required to occasionally assist with the operation and maintenance of public works, parks, and recreation or waste facilities.
- e) Shall be required to keep accurate records and prepare reports in an efficient and timely manner.
- f) Safety procedures are to be followed at all times, regular safety meetings with staff to be carried out as required.
- g) Other duties as assigned as assigned by the Municipal Services Director or the Chief Administrative Officer.

### Functional Requirements

- Practice and encourage safe work behaviors.
- Participate in an on-call rotation.
- Ability to communicate effectively with the public, supervisors, and coworkers.
- Ability to understand oral and written instructions.
- Ability to read, write, speak, and understand English.
- Ability to use discretion regarding confidential matters.
- Ability to effectively and efficiently operate equipment including but not limited to: single axle truck, sewer flusher, sewer camera, skid steer, and backhoe.
- Ability to make minor repairs and undertake standard maintenance procedures on all equipment they operate.
- Ability to use a computer with demonstrated proficiency and knowledge of software such as Outlook and Office.
- Ability to perform manual labor.

## **UTILITY OPERATOR I JOB DESCRIPTION**

### **SAFETY COMMITMENT:**

The employee is responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. This position is a safety-sensitive position, so drug and alcohol testing is required on hiring.

\*Revised as of December 2023