



POSITION TITLE: Operator II - Water & Wastewater Systems

REVISION DATE: May 2024

REPORTS TO: Supervisor of Water Operations and Supervisor of Wastewater Operations - Operator Direct Responsible Charge (ORDC)

SUBORDINATE POSTIONS: N/A

POSITION SUMMARY: Works within a team that is responsible for the operation, maintenance and repair of the water distribution systems, the wastewater collection systems, two (2) water treatment plants and three (3) wastewater treatment plants. Responsibilities also include the operation, repair and maintenance of the Engineered Spring, Bulk Water Station, water reservoirs and numerous wastewater lift stations within the Municipality of East Hants. This position ensures compliance with regulatory and operating approvals and ensures operating procedures are followed. The Operator II mentors and coaches junior level Operators.

***Supporting:** Water Distribution Water Treatment Wastewater Treatment
Wastewater Collection

*Supporting work areas are subject to change based on municipality staffing, regulatory requirements and operational needs. Operators will work in various areas as defined by need. Operator duties and responsibilities may vary depending on area of specialization.

TASK NO.	DESCRIPTION
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Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.

JOB DUTIES & RESPONSIBILITIES

1. Operation and Maintenance of Water Distribution Systems, Wastewater Collection Systems Water Treatment and Wastewater Treatment Plants

- 1.1. **Approvals to Operate** - As a certified Operator, or overseen by a certified Operator, ensure compliance with approvals to operate, regulations and operating procedures, and help establish and maintain operating manuals and contingency plans.
- 1.2. **Regulatory Authority Compliance** - As a certified Operator, or overseen by a certified Operator, regularly review, support, and adhere to approvals and regulations issued by the Regulatory Authority for the safe and environmentally acceptable operation of the Municipality's water treatment facilities, wastewater treatment

facilities, water distribution systems and wastewater collection systems. Review regulatory requirements on an ongoing basis.

1.3. **Operational Monitoring**

1.3.1. **Monitoring** - As a certified Operator, or overseen by a certified Operator, monitor and adjust equipment for treatment plants and tower chlorination systems.

1.3.2. **Plant Operations Monitoring** - As a certified Operator, or overseen by a certified Operator, monitor, record, and check daily status of plant operations including conducting in-house sampling, and make adjustments as required.

1.4. **System Checks and Equipment Repair** - As a certified Operator, or overseen by a certified Operator, check, calibrate, clean, repair or arrange for repair of plant equipment. Perform and/ or coordinate contractors to perform routine scheduled preventative maintenance or upgrades on all mechanical, civil, and electrical equipment and related infrastructure as per maintenance schedule.

1.5. **Daily Plant Readings and Plant Monitoring** - As a certified Operator, or overseen by a certified Operator, collect samples, transport to certified laboratory, monitor and adjust plant performance based on sample and test data.

1.6. **Chemical monitoring, Purchasing and Handling** - As a certified Operator, or overseen by a certified Operator, monitor, order, handle, store, and safely mix hazardous chemicals as required.

1.7. **Overflow Recording** - As a certified Operator, or overseen by a certified Operator, record overflows for Environmental Monitoring.

1.8. **Biannual flushing** - As a certified Operator, or overseen by a certified Operator, conduct biannual flushing of distribution system while monitoring turbidity and recording results.

1.9. **Water and Wastewater Line Repairs** - As a certified Operator, or overseen by a certified Operator, manage the scheduled and emergency repair of water and wastewater lines on all distribution infrastructure, including coordination of excavation equipment, traffic control, customer concerns, and the disinfection of water lines after repairs.

1.10. **Water Conservation** - Promote water conservation via Public education within the municipality in cooperation with the Overall Direct Responsible Charge.

1.11. **Maintain Operating Manuals** - As a certified Operator, or overseen by a certified Operator, maintain operating manuals, daily plant records, operating logs, pH levels, chlorine, temperature, daily outputs/input flows, and test results to ensure compliance.

1.12. **Purchase of Equipment, Materials** - As a certified Operator, or overseen by a certified Operator, complete requisitions as needed for supplies, and maintain inventory of equipment and materials on hand.

1.13. **Report Preparation** - Contribute to the collection of data for internal and external reports, including the Department of Environment.

1.14. **Communications/Liaison** - Communicate and liaise with supervisors, other plant operators, contractors, consultants, Department of environment, office staff and the public regarding the products of the system and any associated concerns.

- 1.15. **MSDS Updates** - Update MSDS sheets for all systems and facilities on an ongoing basis as required.
- 1.16. **Emergency Response** - Respond to emergency calls and repairs for all operations and systems on an on-call and as required basis.
- 1.17. **Other Duties** - Perform other related duties as required including water meter readings, service disconnections and general maintenance activities such as painting, cleaning and mowing.

2. Mentorship

- 2.1. **Mentorship and coaching** - Provide mentorship, coaching, guidance, and oversee the work of junior level Operators.
- 2.2. **Training** - Train and support junior level Operators in working towards achieving additional certification levels

REQUIRED QUALIFICATIONS AND EXPERIENCE

Education and Experience

- Grade 12 education with strong math skills
- Diploma in Water Resources Technology or a post-secondary education in a related field will be considered an asset
- Minimum of 5 years related experience
- Working towards or have a minimum of Class II Operator certification in at least one of four facility types as described in the Water and Wastewater Facilities and Public Drinking Water Supplies Regulations (Water Treatment, Water Distribution, Wastewater Treatment, Wastewater Collection)
- An equivalent combination of education and experience will be given consideration
- Experience in mentoring and coaching junior Operators
- Experience in electrical and mechanical maintenance and general construction an asset
- Training in the following areas an asset: TDG, Chlorination and chlorine handling, Chemical Testing, Health and Safety Regulations, Trenching and Excavation, Gas Detection, Confined Space Entry, Respirator Usage, Ability to read blue prints, Water main repair course, Pump maintenance, Lockout Tagout, Hydrant maintenance, Defensive driving

Classifications under this job description include:

Operator II **					
Actively working towards Class II (1 of 4)	Receive Class II (1 of 4)	Actively working towards Class II (2 of 4)	Receive Class II (2 of 4)	Actively working towards Class II (3 of 4)	Receive Class II (3 of 4)

Knowledge, Skills, Abilities

- Thorough knowledge of water and wastewater treatment operations as well as water distribution.
- Mechanically inclined in order to carry out the routine maintenance of equipment.
- Ability to use e-mail and MS Office Suite.
- Good written and verbal communication skills as well as conflict resolution skills.
- Ability to interpret various acts and regulations such as the OH&S Legislation and water related guidelines pertaining to a water/wastewater treatment plant.

- Ability to act quickly during emergencies pertaining to the water and wastewater systems.
- Valid Driver's License.

Working Environment

- This position qualifies for overtime pay.
- Is unpredictable and demanding and includes on call weekend work
- At times this position is required to work in extreme weather conditions and around unpleasant material such as sewage
- This position must be able to physically lift up to 50lbs and perform strenuous physical activities over extended periods of time (i.e. shoveling, climbing, carrying and mixing chemicals)
- Able to work in confined spaces including but not limited to manholes, lift stations and other locations as required

I hereby certify, to the best of my knowledge, the information provided regarding this job description is complete and factual, and accurately describes the work performed.

<i>Employee's Signature</i>	<i>Employee's Name (print)</i>	<i>Date:</i>
<i>Supervisor's Signature</i>	<i>Supervisor's Name (print)</i>	<i>Date:</i>
<i>Director's Signature</i>	<i>Director's Name (print)</i>	<i>Date:</i>
<i>CAO's Signature</i>	<i>CAO's Name (print)</i>	<i>Date:</i>