



Lethbridge County Job Description

WATER AND WASTEWATER OPERATOR LEVEL 1 CERTIFIED

Department: Utility Services

Reporting: To the Supervisor of Utility Services and the Utility Foreman.

Qualifications:

1. Hold a Minimum Level 1 Water Treatment Certificate.
2. Hold a Minimum Level 1 Water Distribution Certificate.
3. Hold a Minimum Level 1 Wastewater Collection Certificate.
4. Hold a Minimum Level 1 Wastewater Treatment Certificate
5. A minimum of Grade 12 High School Education or equivalent.
6. Candidate should have experience in operating water and wastewater facilities, and construction, installation, and repair of water and wastewater mains and service connections.
7. Hold a valid Class 3 Drivers License with air brake endorsement is preferred. A copy of driver's license abstract is mandatory yearly as per legislation.
8. Must have basic computer skills, Microsoft Word, Excel, Outlook, etc.
9. Education and training is ongoing. 3.6 CEU's are the minimum requirement every three years to keep certificates valid.
10. Training Requirements: WHIMIS, TDG training, Confined Space Entry and Rescue, Trenching Safety, First Aid and Defensive Driving as well as Flagging Safety, Traffic Control and OHS legislation.
11. Candidate must be physically fit, accountable to work independently and be a self-starter.

Duties:

1. Assist in the operations and monitoring of all Water and Wastewater systems under Lethbridge County control.
2. Assist with repairs and maintenance of all Water and Wastewater systems.
3. Have a full working knowledge of SCADA Systems.
4. Assist in the training of small equipment as required.
5. Must be aware of your responsibilities under the OHS code and the County's Health and Safety Program and participate in all programs.
6. Participate in drafting safe work procedure and updating all Utility Operations manuals annually.
7. Operate and maintain chemical metering pumps.
8. Assist with the installation and required maintenance of water meters.
9. Facilitate collection of water meter data readings and record.



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10. Liaise with Alberta Environment, water coops and other utility providers.
11. Assist in the repairs and maintenance of all solid waste transfer stations in the County and set schedules and change signs as required.
12. Set up, permitting and planning for confined space entry as required.
13. Must be physically capable of performing regular maintenance to the equipment (that is outside the Fleet Department's scope of work) as set by the Fleet Departments maintenance schedules.
14. Movement of the fifth wheel recycling trailers when necessary.
15. You must respond within 1 hour after receiving a customer complaint.
16. You will be on call one week per month (schedule prepared six months in advance) unless more time is required due to staff shortage
17. You will deal with citizen's problems and complaints in a respectful and professional manner.
18. Keep the Foreman and Supervisor informed of how complaints were handled and what the results were.
19. Work to develop the County GIS system as it relates to data acquisition of buried infrastructure.
20. Assist with buried utility locates as requested through the Alberta One Call System.
21. Follow County policy on vehicle use, this position utilizes a County vehicle to complete daily job functions.
22. Various other duties or assignments as required and within scope of Utility Services.

Working Conditions:

1. This position will be based out of the Picture Butte Shop. Hours will vary between 8-9 hours seasonally, as per the Collective agreement.
2. This position is required to be on call approximately 1 week every month.
3. Work in wastewater collection system, water distribution, water treatment and wastewater treatment plant environments
4. Some exposure to water, chemicals, hazardous materials, and noise
5. Heavy lifting / moving, walking, standing, and climbing will be required routinely.
6. May be required to work at heights, in confined spaces, and in inclement weather conditions.
7. Position is subject to overtime in order to complete tasks in an efficient and timely manner.
8. Due to the size of Lethbridge County, this position involves multiple hours in a vehicle daily.
9. Dealing with the public is inevitable and must be done with professionalism and patience.



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Position Reporting Site:

1. Primary – Picture Butte Blue Shop
2. Secondary – May vary as per Supervisor instruction

Job Description reviewed and agreed to by Employee

Print Name: _____

Sign Name: _____

Date: _____