

JOB DESCRIPTION & QUALIFICATION SPECIFICATIONS

POSITION:	Water/Wastewater Operator
REPORTS TO:	Water/Wastewater Operations Manager
DEPARTMENT:	Water and Wastewater
EFFECTIVE DATE:	April 2026

Position Summary:

Under the general direction of the Water/Wastewater Operations Manager, the incumbent is required to maintain the ongoing operations of the Water Treatment Plant, storage systems, water distribution systems, Wastewater Treatment and Storage Facility, wastewater collection system, and all booster pumping stations to meet or exceed the Provincial Drinking Water Regulations, other related statutes, Environmental Compliance Approvals and in accordance with the standards approved by the Municipal Council.

Position Qualifications:

- Successful completion of Post-Secondary school diploma in a related field.
- Minimum of 1 year related experience in a municipal Water or Wastewater department.
- Successful completion of written examination to achieve Minimum Class I Water Treatment; Desirable Class II Water Treatment; OIT will be considered.
- Successful completion of written examination to achieve Class I Water Distribution; Desirable Class II Water Treatment; OIT will be considered.
- Successful Completion of written examination to achieve Minimum Class I Wastewater Collection; Desirable Class II; OIT will be considered.
- Successful Completion of written examination to achieve Minimum Class I Wastewater Treatment; Desirable Class III; OIT will be considered.
- Confined space entry, First Aid/CPR, WHMIS, Occupational Health, and Safety Act training considered an asset.

Other Requirements:

- Must provide a valid and satisfactory Criminal Record Check; and
- Valid and satisfactory Ontario "G" Driver's License.

Key Responsibilities:

Operations

- Operate Department in an efficient, effective and responsive manner;
- Adhere to all requirements of the M.E.C.P Environmental Compliance Approvals for the operation of Water Treatment Plants and Distribution systems (testing, sampling, monitoring, maintenance, equipment calibrations, etc.);
- Assist the “Overall Responsible Operator” (ORO) as needed;
- Assist with the operation and repair of all equipment in the water treatment plant, booster pumping stations and distribution system, planned and emergency work, filtrations systems and equipment, pumps, chemical systems, valves, hydrants, water mains, etc;
- Responsible for the operation and repair of all equipment in the Wastewater treatment facility and collection system, including but not limited to manual tasks associated cleaning of pumps, inspection, repairs and removal/installation of equipment;
- Collect samples at various stages of the treatment process, distribution and collection systems and interpret results;
- Ensure adequate response to system alarms where appropriate (30 min response time);
- Assist the Department Manager with the ongoing monitoring and improvement of the Drinking Water Quality Management System (DWQMS) including co-operating during internal and external audits;
- Be knowledgeable in the operation of SCADA systems, PLC’s and related hardware and software;
- General mechanical and technical knowledge of pumps, chemical feed systems, pressure controls, air release & regulating valves, distribution systems, pumping stations and auxiliary power;
- Complete back up of computer systems;
- Conduct regular routine and preventative maintenance of related infrastructure and equipment;
- Implement direction provided by Department Manager;
- Coordinate activities as needed with utilities, Public Works Department and other agencies;
- Purchase required inventories and supplies as directed by the Department Manager;
- Safe handling of hazardous materials;

- Conduct Department locates;
- Delivery of payment notices;
- Practice safety procedures, ensure compliance with all municipal policies and procedures, health and safety regulations, and use proper safety and related equipment; and
- Maintain general cleanliness of facilities.

Administration

- Provide input into planning and implementation of capital projects;
- Assist with maintaining maintenance records on infrastructure or equipment, in accordance with applicable provincial statutes and municipal policies and procedures;
- Attend seminars, conferences, workshops, classes, lectures etc., as appropriate to enhance and maintain knowledge of trends and developments as approved by the Department Manager;
- Must meet training and other requirements to maintain licensing;
- Possess strong interpersonal, organizational, verbal, and written communication skills; and
- Intermediate computer skills in Microsoft Office.

Miscellaneous

- Ensure that stock and tools are properly stored and maintained;
- Deal courteously with the public, resolving complaints satisfactorily while maintaining a proper image of the Township of Asphodel-Norwood;
- Maintain appropriate liaison with personnel as well as other agencies such as utilities, consultants, provincial officials, etc.; and
- Other duties as assigned related to achieving the objectives of the position.

Communications/Representation:

- Internal
Interact with other co-workers, and/or contractors for the purpose of sharing information and to complete work assignments.
- External
Interact with the public to provide information, ensuring courteous and tactful relations.

Working Conditions:

- Ability to work varied shifts, overtime and weekend work;
- Respond to emergency situations and perform on-call duties;
- Work outdoors on an as required basis; exposure to inclement weather;
- Work occasionally in confined and tight spaces to access parts and sections of equipment requiring maintenance;
- Occasional exposure to hazardous chemicals in the regular performance of the duties of the position; and
- Ability to work safely with others and on your own.

Mental & Physical Effort:

- Excellent physical condition required to conduct inspections, traverse work sites and occasionally perform activities in confined and limited spaces;
- Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, and using tools and equipment that require a high degree of manual dexterity;
- Mental/visual concentration of fine movements when operating the plants and performing such activities as lab work, taking readings, or fixing a plant malfunction; and
- Extra caution is required when dealing with hazardous materials.

The above descriptions reflect the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position.

Incumbent Approval
Name:

Approval Date

Manager Approval
Name:

Approval Date