

Town of Rocky Mountain House

Job Description

OPERATOR 2 / WATER TREATMENT LEVEL 3

General Accountability:

The Operator 2 is responsible, under the direction of the Operations Supervisor, Senior Water/Wastewater Treatment Plants Operator or Operator 3, for assisting with the daily operation, repair and maintenance of the Town's Infrastructure. This includes a network of Roads, Sidewalks and Traffic Control Devices, Class II Water Treatment Plant, Class I Waste Water Plant, Class II Water Distribution and Wastewater Collection Systems, Storm Sewers, Wastewater Lift Stations and Hydrants. The position may include the supervision of permanent and seasonal staff involved in related functions as required.

Specific Duties:

- Responsible for the daily operation of the Raw Water Intake, Raw Water Pump Station, Water Treatment Plant, Treated Water Storage Reservoirs and Pump Stations and the Wastewater Treatment Lagoon and all their appurtenances, in accordance with the requirements of Alberta Environmental Protection, the Alberta Environmental Protection and Enhancement Act and the Town's License to Operate;
- Repair, maintenance and replacement of the Water Distribution, Wastewater and Storm Water Collection systems and their appurtenances, in accordance with Environmental Protection Standards, Town policy and procedures, and best industry practices;
- Repair, maintenance and replacement of the roads, curbs and gutters, sidewalks and traffic control devices that comprise the Transportation network; in accordance with Town policy and procedures, design guidelines and best industry practices;
- Operation of vehicles and equipment in a professional manner, with due regard for co-workers and the public. Ensure that prescribed safety and maintenance checks are adhered to and that vehicles are kept clean;
- Safe handling and use of power and non-power tools and equipment;
- Maintain accurate records of all aspects of system repair and maintenance, for records management and planning purposes;
- Organize and clean Operations yard and outbuildings as directed;
- Gather relevant field information on system attributes, including valves, hydrants, meters, manholes, catch-basins and culverts, to enable the creation and maintenance of database and map inventories;
- When directed, supervise the daily activities of seasonal staff involved in related functions;

- Promote the Town and the Department in a positive manner when dealing with the public;
- Maintain accurate and legible recording of time, fleet unit utilization, contract services and materials on assigned projects;
- Actively participate in the Health and Safety program;
- Participate in a shift schedule, or work overtime as required;
- Perform other duties as assigned related to the function of the department.

Minimum Qualifications:

- High School Diploma or equivalent;
- Alberta Environmental Protection Level III in Water Treatment;
- Alberta Environmental Protection Level I in Wastewater Treatment;
- Alberta Environmental Protection Level II in Wastewater Collection;
- Alberta Environmental Protection Level II in Water Distribution;

Additional Skills and Capabilities:

- A good comprehension of Municipal functions and systems;
- Five (5) years of directly related experience;
- A demonstrated mechanical aptitude;
- Safe work habits, Confined Space entry training, CPR certification;
- WHMIS and Dangerous Goods training;
- Equipment Operation experience;
- Organized, self directed and able to function with minimum supervision;
- Ability to deal with the public and staff in an effective and professional manner.

Other Requirements:

- Valid Alberta Driver's License, Class 5 with air endorsement;

Effective Date: _____	Authority: _____
Revision Date: _____	<i>Paul Furniss, Director of Engineering & Operations</i>