

GREENVIEW, ALBERTA

JOB TITLE: UTILITY OPERATOR
DEPARTMENT: INFRASTRUCTURE & PLANNING
LOCATION: Valleyview, Alberta
REPORTS TO: Manager, Environmental Services

SUMMARY:

The role of the Utility Operator is to plan, organize, operate and maintain the water treatment plants, water distribution systems, wastewater collection, and wastewater treatment systems of the Municipal District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct maintenance of the water treatment plants including daily sampling, testing, flow controls, chemical dosage and accurate recording as per water plant permits.
- Conduct maintenance, perform record keeping and report as required and necessary to applicable authorities for all water points.
- Operate and maintain wastewater collection and wastewater treatment systems.
- Prepare accurate reporting on water and wastewater environmental compliance as per license requirements.
- Read and record meter readings for water systems and wastewater systems.
- Submit water point revenues on a bi-monthly basis as per established protocol.
- Water well monitoring and maintenance.
- Turn on and off customer services as directed.
- Assist with water consumption reconciliations.
- Assist with budget preparation.
- Other duties as required by the Manager of Environmental Services.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- Completion and attainment of a High School Diploma.
- Post-secondary education or training in water and wastewater treatment preferred.

- Minimum one (1) year experience in the field of water / water waste.
- Preferred that the applicant holds a Level I Certification; however, previous experience will be considered, without certification.
- Must be willing to become certified in a timely manner.
- Must possess and maintain a minimum of Class 5 Driver's License.
- Safety tickets are an asset and/or will be required within timely manner, if not current.
- Travel is required.

SKILLS REQUIRED:

- Must be able to perform duties to a high degree of quality, accuracy, timeliness and precision.
- Effective communication skills and an ability to understand oral and written instructions
- Proficiency in the use of Microsoft Office, including Outlook, Word, and Excel.
- Ability to work accurately with mathematics daily, including percentages, calculating dosages and dilutions.
- Above average critical thinking, troubleshooting, and problem solving skills.
- Ability to represent the Municipal District professionally at all times with co-workers, management, council members, and the public.
- Ability to use common power and hand tools as required.
- Ability to maintain confidentiality in all matters related to employment.
- Self-motivated and able to work with minimal supervision.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Moderate amounts of physical effort including bending, lifting, and walking.
- Extensive periods of sitting and standing.
- Safe operation and use of vehicles. Driver's abstract required annually.
- Daily work in an outdoor environment with extreme temperature conditions including heat, cold, dry, moisture, dirt and dust.
- Regular exposure to wildlife, bees, mosquitos and other insects.
- Regular exposure to Confined Spaces and other potentially hazardous environments.
- Regular exposure to working in elevated areas.
- Subject to potential cuts, scrapes, falls, burns, and blows.

- Subject to working around hazards that are consistent with working on or alongside highways.
- Normal work day consists of 7.5 at various shifts throughout the 24 hour day.
- Occasional paid overtime may be required.
- On-call as assigned.

HEALTH & SAFETY:

- **All employees of the Municipal District are governed by and must be compliant with the Municipal District Occupational Health and Safety Policy.**
- Correct Personal Protective Equipment required at all times as per safe job procedures, including respirators and SCBA as required.
- Must adhere to and enforce all relevant safe job procedures.
- Ensure all operations are performed in a safe manner and in accordance with Municipal District Policies and the law as set forth by Occupational Health and Safety Rules and Regulations.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

JOB POSTING INFORMATION:

Interested candidates may submit cover letter and resume in one of the following ways:

Mail or Drop Off: Municipal District of Greenview No. 16
 4806 – 36 Ave., Box 1079, Valleyview, Alberta T0H 3N0

Fax: 780-524-3981

By E-mail: careers@mdgreenview.ab.ca

Website: www.mdgreenview.ab.ca