

August 22, 2022

FULL TIME OPERATOR WATER/WASTE TREATMENT



The Town of Pincher Creek has an opening for a full-time Operator Water/Waste Treatment.

SUMMARY: *Under the direction of the Public Works Coordinator-Operations, the Operator Water/Waste Treatment is responsible for the daily operation and maintenance of all water and wastewater treatment for the Town of Pincher Creek.*

QUALIFICATIONS:

- Over 18 years of age
- Class 5 Driver's License
- Grade 12 or equivalent
- Alberta Environment Water Treatment Level II Certification (or willing to obtain)
- Alberta Environment Wastewater Treatment Level I Certification (or willing to obtain)
- Must be able to provide a criminal record check & vulnerable sectors check as per Town of Pincher Creek Risk Management Policy – Prevention of Abuse #143-05

ASSETS:

- Strong ability to follow oral and written instructions
- Knowledge of installing and maintaining utility systems
- Ability to develop and maintain effective working relationships with technical teams
- Professional demeanor under pressure and able to work in a fast-paced environment
- Ability to troubleshoot during adverse events

Refer to attached job description for more detail.

WAGE:	In accordance with CUPE, Local 927 Contract
HOURS OF WORK:	8:00am - 4:30pm (40 hour work week)
START DATE:	Immediately
CLOSING DATE:	September 6, 2022

Interested applicants are invited to forward their resume and cover letter:

Alexa Levair, CET, B. Tech.
Manager of Operations and Infrastructure
Box 159
Pincher Creek, AB T0K 1W0
Email: alevair@pinchercreek.ca

We wish to thank everyone who applies; however, only those chosen for interviews will be contacted.



TOWN OF PINCHER CREEK

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OPERATOR WATER/WASTE TREATMENT

POSITION: OPERATOR WATER/WASTE TREATMENT

DEPARTMENT: OPERATIONS

REPORTS TO: PUBLIC WORKS COORDINATOR - OPERATIONS

SUPERVISES: NONE

SUMMARY: *Under the direction of the Public Works Coordinator-Operations, the Operator Water/Waste Treatment is responsible for the daily operation and maintenance of all water and wastewater treatment for the Town of Pincher Creek.*

MAJOR RESPONSIBILITIES

1. Provide excellent customer service
 - Take ownership and work to troubleshoot issues
 - Keep supervisor informed of any emergent issues in a timely manner
2. Assist Supervisor with the daily and ongoing operation of the Potable Water Treatment Plant and the Waste Water Treatment Plant
 - Operate plant machinery and systems
 - Construction, operation and maintenance of potable and waste water collection, piping and discharge systems
3. Health & Safety
 - Ensure a safe work environment at all times
 - Use appropriate safety equipment and PPE when performing your duties
 - Notify the Public Works Coordinator immediately of safety concerns
 - Ensure that staff follow Facility and Town policies and safe work procedures
 - Have knowledge of the Town Safety Program
 - Attend meetings
4. Assist with the proper maintenance of Town facilities and machinery
 - Water and Wastewater tests daily or as required
 - Equipment maintenance
 - Monitoring the condition of all aspects of the Water and Wastewater Plants
 - Assist with machinery and vehicle maintenance as required
 - Perform machinery servicing as required
5. Miscellaneous Duties
 - Assist in the construction and maintenance of streets, facilities and buildings as required
 - Assist with maintenance work or other duties at cemeteries and other locations as required
 - Respond to call backs, alarms and other emergencies as required
 - Ensure a proper mode of dress and deportment at all times whether on or off duty
 - Communicate with and support other areas of the corporation



OPERATOR WATER/WASTE TREATMENT

- Maintain open communication
- 6. Prepare reports & documentation
 - Submit required reports to government
- 7. Assist with emergent or unforeseen issues
- 8. In the absence of Public Works Coordinator – Operations, assume the duties of this position on an interim basis
 - Vacation
 - Sickness
 - Assist with on site supervision of staff as directed by supervisor
 - As directed by supervisor
- 9. Perform other related duties that may be assigned by the Public Works Coordinator-Operations
- 10. Maintain a Level 2 certification as per Alberta Environment qualifications

QUALIFICATIONS:

- Over 18 years of age
- Class 5 Driver's License
- Grade 12 or equivalent
- Water and Wastewater Operator Level 2 certificate (or willing to obtain)
- Must be able to provide a criminal record check & vulnerable sectors check as per Town of Pincher Creek Risk Management Policy – Prevention of Abuse #143-05

ASSETS:

- Strong ability to follow oral and written instructions
- Knowledge of installing and maintaining utility systems
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Employee Signature

Date

Director Signature