

OPERATOR/LAB TECHNICIAN WASTEWATER TREATMENT PLANT

RESPONSIBLE TO: Superintendent - Wastewater Treatment Plant

REPORTING TO: Technician I – Wastewater Treatment Plant

NATURE OF WORK: This position is primarily technical in nature, requiring technical knowledge and hands-on skills to operate, service and clean treatment facilities and subsequently added facilities.

This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

The confidentiality of City affairs shall be respected and practiced at all times.

ILLUSTRATIVE EXAMPLES OF WORK:

- Assist in the planning, organizing, direction and control of programs and activities of Pollution Control operations.
- Supervise the deployment of all personnel and equipment placed in the Technician's charge.
- Responsible to the Wastewater Treatment Plant Superintendent for the quality of work and standards of wastewater treatment, **reporting through the Technician I.**
- Carry out preventative maintenance inspections and operations on all assigned equipment and facilities.
- Obtain necessary wastewater and solids samples.
- Perform all laboratory tests and maintain complete records for all tests.
- Prepare necessary records and reports associated with the operations program.
- Responsible for compliance with approved safety regulations.
- Work in rotation with others on standby duty, weekend duty, overtime and holidays.
- Responsible, when on standby duty, for informing necessary persons when the plant is to be placed on alarm status and be available to respond in the event of an alarm.

- Inspect all lift stations as required and record all data.
- Meet with the **Technician I** on a regular basis and inform the **Technician I** of any conditions which the operator considers are not normal.
- Assist in the procurement of materials, supplies and equipment, and maintenance of adequate records.
- Work hours shall be in accordance with the Collective Agreement.
- Perform other such related duties, responsibilities and functions as may be assigned.

KNOWLEDGE AND ABILITIES:

- Extensive knowledge of the operation, maintenance and treatment of a secondary wastewater plant.
- Considerable knowledge of the hazards and safety precautions applicable to the work.
- Ability to plan, organize, and direct the work of employees placed in the Technician's charge.
- Ability to express ideas effectively, orally and in writing,
- Must possess a valid P.E.I. driver's license and satisfactory driver's abstract.
- Must adhere to all City of Charlottetown policies including the City's Occupational Health and Safety policy.

EDUCATION AND EXPERIENCE:

- Grade XII or equivalent.
- Completion of a recognized Wastewater Chemistry and Laboratory Course or applicable equivalent.
- For all employees employed on or before December 2008, Certification of Class III Wastewater Treatment Plant Operator required, Class III Wastewater Collection is an asset, and persons will be encouraged to obtain this level.
- For all employees employed after December 2008, the condition of ongoing employment is the requirement to obtain Certification of Class IV Wastewater Treatment Plant Operator within one year of date of hire; Class III Wastewater Collection is an asset, and persons will be encouraged to obtain this level.
- Experience in the operations and maintenance of a secondary wastewater treatment facility.
- Supervisor's experience would be an asset.
- Equivalent combination of education and experience will be considered.

Salary Assigned: \$35.75/hr as per the Collective Agreement (CUPE Local 501 WWTP).

How to Apply:

Please submit a cover letter and detailed resume by e-mail to jobs@charlottetown.ca. Your application must be clearly marked “**Application for Operator/Lab Technician**” and submitted by **September 22, 2025, at 4:00 PM**.

Please ensure your application clearly demonstrates how you meet the noted qualifications as applications will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

The City of Charlottetown is committed to equity, diversity, inclusion, and reconciliation and believes in providing a positive working environment where every person feels empowered to contribute. The City encourages applications from underrepresented groups including all designated equity groups with the skills and knowledge to productively engage with diverse communities. If you require an accommodation in any part of the recruitment process, please direct your inquiries, in confidence, to jobs@charlottetown.ca or by calling 902-629-4160.