



POSITION TITLE: UTILITIES OPERATOR

DEPARTMENT: ECONOMIC GROWTH & COMMUNITY DEVELOPMENT SERVICES

REPORTS TO: UTILITIES SUPERVISOR

CATEGORY: CUPE, PERMANENT FULL-TIME

UPDATED: AUGUST 2023

HOURS OF WORK: 40 HOURS/WEEK

RATE OF PAY: \$29.33 - \$39.57/ HOUR (DEPENDING ON LICENSING)

CLOSING DATE: SUNDAY, JULY 19, 2026 (11:59 p.m.)

HOW TO APPLY: LOYALIST TOWNSHIP'S WEBSITE [CAREERS PAGE](#)

*A Utilities Operator's work schedule is regularly Monday to Friday 7:00 A.M - 3:30 P.M.
From May 1st to Labour day, hours of work change to Monday to Thursday, 7 A.M. to 4:30 P.M. and Friday 7:00 A.M. to 11:00 A.M.*

POSITION SUMMARY:

This role is an integral part of service delivery to the residents of Loyalist Township and contributes to the achievement of our Strategic Plan. The purpose of this position is to safely operate and maintain water and wastewater treatment facilities, pumping stations, collection and distribution systems and oversee assigned contractors' activities. In addition, through these safe practices, provide safe drinking water and sanitation for the residents of Loyalist Township.

MINIMUM QUALIFICATIONS:

- Successful completion of post-secondary education in related environmental studies, or a combination of experience and licensing (minimum Level II License in water and wastewater treatment)
- Must possess a valid water and wastewater operator certificate, minimum requirement OIT (Operator in Training) issued under Ontario Regulations No. 128/04 and 129/04 (MOE Certification)
- Three years' experience in operation and maintenance of water and wastewater systems is preferred
- Will be required to upgrade to and maintain required level of certification to operate at a level as determined by the plant certification rating, currently

Level II, for the water and wastewater treatment, wastewater collection and water distribution systems operated by the Township

- Required to obtain and maintain satisfactory CPIC (Criminal Record Check)
- Required to possess and maintain valid Class “G” driver’s license, with a clean driving record.

SKILLS, ABILITIES, AND KNOWLEDGE REQUIRED:

- As certification and licensing allows, operate as OIC (Operator in Charge) for the water and wastewater treatment, wastewater collection and water distribution systems operated by the Township
- Must possess the proven ability to read and review technical drawings and designs to assess plant upgrades as determined by consultants, evaluate proposals for upgrades and their integration and impact on existing facilities
- Must have knowledge of and comply with all Acts and Regulations that pertain to water and wastewater treatment, as well as the Occupational Health and Safety Act (OHSA)
- Must be able to work independently and within a team environment demonstrating good interpersonal skills, tact, and diplomacy
- Strong customer service mindset with ability to provide timely and courteous responses
- Strong computer skills for use of SCADA (Supervisory Control and Data Acquisition), Word, Excel, and web-based applications
- Solid communication skills, both verbal and written for record-keeping and documents review
- Demonstrated ability to problem solve and be adaptable to changing environments and processes
- Ability to stay current in knowledge and skills
- Responsible as an employee for health and safety, including working safely within requirements of legislation and policies, reporting hazards, and maintaining a safe and clean environment

DUTIES AND RESPONSIBILITIES:

- Assist with all aspects of operation and maintenance of the municipal water and wastewater plants and systems, per the ECA, Drinking Water License & Permit and Standard Operating Procedures
- Operate and maintain a specific system when designated as the OIC (Operator in Charge) of that system
- Respond to non-conformance, non-compliance, adverse water quality and operational emergency events during the assigned shift
- Collect samples, perform testing, rounds and maintenance in accordance with regulatory requirements, the QMS and established policies and procedures
- Ensure that all necessary maintenance and scheduled preventative maintenance is carried out in a safe manner to maintain plant reliability, as per all applicable legislation
- Conducts maintenance of water metering equipment
- Read water meters when requested or required

- Perform inspection of repaired water and/or sewer services and mains, including water meter and pressure reducing valve installation
- Oversee all applicable excavations and complies with all applicable legislation related to this function
- Complete Ontario One Call Utility locate requests as needed for Water, Wastewater and Stormwater infrastructure
- Perform all duties in a safe manner and comply with all Township safety policies and procedures, Occupational Health and Safety Act (OHSA) and Ministry of Labour regulations
- Maintain all records and documentation required to comply with legislation, corporate policies and the Township's Drinking Water Quality Management System (QMS)
- Order required process chemicals, lab supplies, analytical services and equipment replacement parts
- Ensure compliance with all Township policies, bylaws and procedures that pertain to their field of work
- Endorse the ongoing development, implementation and improvement of the Quality Management System and participate in the internal auditing process

WORKING RELATIONSHIPS:

Internal: daily communication with other Utilities staff/supervisor/manager, frequent communication with other Operators, occasional communication with other Township employees, union representatives

External: residents, contractors/vendors, external seminar and course providers, external trainers, and consultants

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Frequent moderate physical exertion and occasional heavy physical exertion including; walking, standing, climbing, balancing, stooping, crouching, crawling, reaching, and lifting, pushing or raising objects, exerting between 35 to 50 pounds of force on a recurring basis and 100 pounds of force on a frequent basis.
- Required to work in various and changing weather conditions that include, but is not limited to, snow, rain, hot and cold temperatures and wind
- May require extensive hours beyond the normal working day, particularly during emergency situations
- Required to work on a rotating basis during weekends, and be available for on-call duty, as assigned
- Required to work in locations with exposure to sensory elements including biomaterial and chemical smells, various types of sharp hazards found in sanitary sewage, working in various residential settings

The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.

Loyalist Township values a diverse workforce and looks to attract and retain people who will work together to provide excellent service to our residents, visitors, business partners, and each other. If you are looking for a rewarding opportunity to work with a team of professionals dedicated to promoting the quality of life and prosperity of our community, come join us!

In accordance with the Accessibility for Ontarians with Disabilities Act, Loyalist Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Human Resources team at hr@loyalist.ca or 613-386-7351 ext. 149 if you require accommodation.