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Town of Aurora

## Employment Opportunity

Corporate Services

Division of Human Resources

### Water Operator O.I.T/1/2

**Employment Type:** CUPE, Permanent, Full Time

**Location:** Aurora, Ontario

**Salary Range:** \$26.94-\$37.90 hourly (rate will commensurate with qualifications)

**Closing Deadline:** September 23, 2026

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

#### Position Summary

Responsible to perform various duties related to municipal drinking water distribution system including, contract administration and water meter services including installing, inspecting, constructing, repairing and reading water meters, conducting "locates" and pressure tests, swabbing, tapping, flushing, water sampling and other infrastructure servicing operations, repairing main breaks, checking valves, service boxes, and fire hydrants to ensure same are operational. Ensuring compliance with Ontario Regulation 170/03 of the Safe Water Drinking Act. Accountable for associate documentation and reporting and maintaining municipal wastewater collection system including responding to emergencies during business/after hours for sewer backups. Providing back-up support to other Public Works Section functions; and for assisting with annual snow removal and salting operations, as assigned.

#### Responsibilities

1. The (Water) Operator will perform the duties of an OIC (Operator in Charge) or ORO (Overall Responsible Operator) as assigned installs and/or repairs water meters as required, including performing necessary site preparation work, removing/placing, connecting, and tag and ID water meters, testing same, and recording and reporting identification and reading information to appropriate staff, assisting contractors with commercial meter change outs and back flow device installations.
2. Reads water meters as assigned, including recording and reporting reading information to Financial department; performs water shut-off duties as directed by the Financial Services and responding to and investigating high consumption/low water pressure complaints.
3. Responds to enquiries from, and/or liaises with homeowners, businesses, institutions, utilities, other Departments/levels of government, suppliers, contractors, builders and/or other contacts as required, on water meter inspections, installation, reading, servicing/repair and/or "shut-off" matters, utility "locates", water service interruptions/repairs, and/or other related matters; resolves/refers problems, as appropriate.
4. Conducts water service utility "locates" including locating and marking water, sanitary and stormwater services utilizing locating equipment and/or file records, as required; and tests water services tracing wire installations in new subdivisions and documents and reports findings to Engineering Division, as assigned.
5. Inspects valves, service boxes, fire hydrants and/or other related water service installations to ensure operational, replaces same as required.
6. Performs valve inspections including exercising, documenting deficiencies, provide input on required repairs and provide contract administration for repairs.

6. Collects water/wastewater samples, store/transport samples for quality tests to certified lab, chlorine testing, disinfection of watermains and services, flushing, etc; recordkeeping and report to supervisor as required.
7. Maintains and repairs water/sewer mains and/or laterals, hydrants, sample stations and/or other servicing infrastructure including flushing, painting and winterizing hydrants, swabbing, unidirectional flushing, tapping, catch basin cleaning, sewer rodding, and other associated operations; conducts pressure tests of mains and services; and monitors pressure gauges.

## Qualifications

1. Requires high school diploma or equivalent, DZ license (or the ability to obtain within 6 months of hiring) and certificates as a Operator in Training (OIT) or Class 1 or 2 for both Water Distribution and Wastewater Collection (Operator level will be dependent on Class certification obtained). Completion of Secondary School Diploma in Drinking Water Operator and Certification program considered an asset.
2. Demonstrated experience in a municipal water works environment including water meter installation and repair and infrastructure maintenance experience.
3. Thorough working knowledge of plumbing fundamentals; swabbing, tapping, flushing, and other maintenance and repair operations associated with municipal water distribution systems; water meter installation and repair; sound safety practices including confined space entry regulations; and knowledge of snow removal and salting techniques.
4. Good organizational, record-keeping, interpersonal, and problem-solving skills.
5. Ability to operate snow plough with wing and front-end loader; accompanied by the availability to work overtime for snow removal operations as may be required/assigned.
6. Confined space entry certificate will be required within six months of hire.
7. Ability to deal courteously and effectively with the general public, ratepayers, staff, other departments/levels of government, utilities, suppliers, builders, and contractors.
8. Winter/Summer Standby/on call is a mandatory requirement of this position and must be available to work evenings and weekends including 24 hour on-call, as scheduled.

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants' own cost.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

## Artificial Intelligence Transparency Notice

At the Town of Aurora, we are committed to transparency and fairness in our recruitment process. While we utilize a recruitment system (ADP Workforce Now) with Artificial Intelligence

(AI) powered capabilities, we do not currently use AI technology to screen, assess or select applicants relating to the recruitment process. While our system is equipped with AI tools, we prioritize a human-centered approach to recruitment. All candidate evaluations are conducted through direct human interaction, ensuring that hiring decisions are based on a thorough review of qualifications, skills, experience, and corporate cultural fit. We remain committed to transparency, fairness, and compliance with all relevant legislation, including Bill 149, in order to protect the rights and privacy of all applicants.