



Competition No.: 2017 - 25

Hours of work: 40

Close Date: Until position filled

Remuneration: \$30.21 per hour

Location: Water & Wastewater Facilities

(Rate stated is probation rate with full qualifications)

Department: Operations

Duration: Permanent Full Time

UTILITY OPERATOR

Description:

Under the general direction of the Manager of Utilities, the Utility Operator is responsible for performing duties related to the operation, monitoring, repair and maintenance of all water and wastewater treatment facilities for the Corporation. In order to meet compliance with Provincial Legislation, the Utility Operator is required to assume the role of Operator In Charge on a rotational basis with fellow Utility Operator staff or as directed by the Manager of Utilities.

| Core Competencies applicable to all positions within the City of Selkirk |
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| <ul style="list-style-type: none">• Citizen and Public Focus• Communication• Teamwork and Ambassadorship• Integrity and Trust• Ethics and Values• Strategic Results Orientated• Decision Making and Judgment |

Job Duties

- Ensure the operation of main equipment at the Water Treatment Plant (WTP) such as the Lime Slaker, Lime Feed Silo, Lime Sludge Dewatering System, Chlorine Disinfection System, CO₂ Feed System, Gravity Filter System, Clarifier, Treated Water Reservoir, Clearwell, Programmable Logic Control (PLC) System, Supervisory Control and Data Acquisition (SCADA) System, Polymer Feed System and Raw and Treated Water Pumping Systems.
- Ensure the operation of main equipment at the Sewage Treatment Plant (STP) such as the, Automatic Bar Screen, Detritor, Surface Aerators, Clarifiers, Submersible Sludge Pumps, Grit Conveyor, Hydra Press and Storage Bin, U.V. Disinfection System, Decant Lagoon and Pumping Stations.
- Ensure the operation (inspect, record, monitor and sample) of the Domestic Drinking Water Wells that are utilized for the supply of raw water to the City.
- Ensure the operation of the six Sewage Lift Stations that are utilized for collection of wastewater in the City.
- Ensure operation of the two Wet Retention Ponds and two Dry Retention Ponds including pumping stations.
- To perform required tests, checks and sampling for monitoring of treatment processes, such tests are, but not limited to: daily free and total Chlorine tests; daily Turbidity tests; daily pH tests; daily maintenance management reports and notes; daily Calcium Carbonate and Calcium Bicarbonate tests; and bi-weekly Bacteriological sampling.
- To maintain and update as required daily records of operation of treatment facilities, such records are, but not limited to: daily testing logs; daily equipment logs; daily RW intake and TW production; daily maintenance management reports and notes; bi-weekly microbiological sampling and testing; and weekly time and equipment sheets.
- To operate small equipment and a variety of hand tools as related to treatment facilities.
- To carry out general building and grounds maintenance at all water & wastewater facilities.
- To respond within fifteen (15) minutes to an alarm from the SCADA system at the WTP Monitoring Station when on call, and be on a rotating emergency on-call shift from 5 p.m. to 8 a.m. during weekdays and 24 hours on weekends. To assist the on-call personnel in an emergency situation if required.

Job Duties continued....

- To assist outside contractors when performing repairs at treatment facilities.
- To perform routine checks, minor servicing, cleaning & basic maintenance of the equipment they are operating.
- To inform the Manager and/or Mechanic of any required maintenance or safety problems with equipment they are operating, and to complete or assist in completion of repair/installation of City owned equipment/property.
- To safely perform confined space entry procedures into facilities which are high risk areas such as the sewage lift stations, septage receiving station, STP chlorine contact chamber and wet wells for retention ponds.
- To assist in shut downs and cleaning of lime clarifiers.
- Provide support services within the City of Selkirk Emergency Plan in the event of an emergency as required.
- Provide support and training to other employees within the department as required; to provide training and assistance to other municipal staff as required.
- In the course of carrying out daily tasks, the incumbent must practice established safety rules and regulations for the protection of self, fellow employees, the public and property, or equipment operated, by being continuously aware of existing and new safety procedures of the department.
- To perform other related duties as may be assigned

Minimum Requirements**Education, Knowledge and Experience:**

- Possess Certification in Level III Water Treatment Plant Operator License – Province of Manitoba (time requirement and pass exam)
- Possess Certification in Level II Water Distribution Facility Operator License – Province of Manitoba (time requirement and pass exam)
- Possess Certification in Level II Wastewater Treatment Plant Operator License – Province of Manitoba (time requirement and pass exam)
- Possess Certification in Level II Wastewater Collection Facility Operator License – Province of Manitoba (time requirement and pass exam)
- Must be capable of assuming the position of Operator in Charge as required under Provincial Legislation Mandatory Certification Process on an on-going rotational basis with fellow Utility Operators or as directed by the Manager of Water/Wastewater Treatment Facilities
- A minimum of Four (4) years' experience within a similar Water/Wastewater Treatment Facility operation in a municipal corporation
- Grade 12 Education with courses in Chemistry, Mathematics, Physics & Electrical Theory
- Possess a Valid Class 5 Manitoba Drivers Licence
- Computer proficient and able to operate a desktop PC with a Windows environment
- Experience and proficiency with the following software: Microsoft Word and Microsoft Excel
- Experience in the use of SCADA and PLC programs and equipment that the operator will have to utilize in the day-to-day running of the various facilities within the City of Selkirk
- Ability to maintain records in written and computer based format, as well as good attention to detail
- Experience in techniques of plumbing, mechanical, minor electrical and other generally accepted maintenance techniques
- Experience in the operation of designated equipment and power tools
- Possess Valid CPR/First Aid Certification
- Must be able to work in confined spaces and possess certification in Confined Space Entry Training
- Must be able to work at heights which may include ladders, scaffolding and to be able to climb the water tower when required
- Must be able to communicate clearly and concisely, both orally and in writing. This includes the ability to understand written and verbal instructions
- Ability to establish and maintain positive working relationships with employees at all levels of the organization, external contacts and the public, in accordance with the Respectful Workplace Policy

- Knowledge and understanding of the occupational hazards, safety precautions, regulations and procedures that are applicable to the area of work
- Demonstrated competence in safe work practices
- Must be physically able to perform all the laboring aspects or other duties associated with the position

Comments:

This is a full time permanent unionized position advertised both internally and externally at the same time. Preference will be given to established (as outlined in the Collective Agreement) members of CUPE Local 336 who meet the listed minimum requirements. External applications will be accepted until the position is filled. Interested individuals are to specify position being applied for, list how they meet the required qualifications and direct their application to:

Human Resources, City of Selkirk, 200 Eaton Avenue, Selkirk, Manitoba R1A 0W6
FAX #: 1-204-482-5448 Email: jobs@cityofselkirk.com

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

Note:

The attached Water and Wastewater Facility Operators Regulation 209/2015 pages 9 to 11 outline requirements to obtain Provincial operator certification for a Class 3 Water Treatment Facility and Class 2 Wastewater Treatment Facility.