

## Water Treatment Operator

Full-Time - 40 hours/week

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site and has many beautiful heritage buildings and recreational facilities.

The Town is accepting applications for **one (1) full-time Water Treatment Operator**. Working under the supervision of the Manager of Water & Wastewater, the Water Treatment Operator will support the operations and maintenance of the Class 4 Water Treatment facility in accordance with legislative requirements and approved policies and procedures.

### Key Duties and Responsibilities:

- Performs the responsibilities of the position within the legislative and regulatory standards set out in applicable provincial and municipal regulations, policies and by-laws.
- Performs regular inspections and maintenance of equipment and facilities according to prescribed maintenance schedules. Records and reports defects and/or failures in accordance with approved policies and procedures.
- Participates in the on-call rotation for plant operations outside of normal operating hours (including weekends and holidays).

### Skills and Qualifications:

- College Diploma in Civil or Environmental studies is an asset.
- Minimum of 1 year experience in Water Treatment and 1 year in Water Distribution.
- Possession of a valid Operator Certificate(s) for Water Treatment Class 1 and Water Distribution Class 1 or higher.
- Knowledge and familiarity with mechanical, electrical, and hydraulics applications relating to water treatment. Ability to interpret manuals and other resources relating to water treatment & distribution operations.
- Knowledge and understanding of key legislation including the Environmental Protection Act, Clean Water Act, Safe Drinking Water Act, Ontario Water Resources Act, Occupational Health and Safety Act, Health Protection and Promotion Act, Federal Wastewater System Effluent Regulations and other related legislation.
- Computer literacy in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook) along with demonstrated experience with SCADA and other relevant software programs.
- Valid Ontario Driver's License (Class G).
- Satisfactory Criminal Record Check and Driver's Abstract.
- Ability to lift ~ 50lbs (22.7kg)
- Ability to report to work in emergency situations during unscheduled times.

Position Type: Full-time, permanent

Wages: Band F of the pay grid system (\$29.75-\$34.59) per hour

Benefits include a comprehensive benefit package, employee assistance program and enrolment into the Ontario Municipal Employers Retirement System (OMERS).

Qualified applicants are invited to submit their resume by **Tuesday December 10, 2024 at 4:00 p.m.**, to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at [hr@smithsfalls.ca](mailto:hr@smithsfalls.ca)

*The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants for their interest and only those selected for an interview will be contacted.*

*Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.*



**SMITHS FALLS**

RISE AT THE FALLS

**TOWN OF SMITHS FALLS**

**JOB DESCRIPTION**

<b>POSITION:</b>	Water Treatment Operator
<b>DEPARTMENT:</b>	Utilities – Water
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>PAY GRID:</b>	F
<b>SUPERVISOR:</b>	Manager of Water & Wastewater
<b>REVISION DATE:</b>	July 2023

**POSITION SUMMARY AND SCOPE:**

Working under the supervision of the Manager of Water & Wastewater, the Water Treatment Operator will support the operations and maintenance of the water treatment and water distribution facilities in accordance with legislative requirements and approved policies and procedures.

**DUTIES AND RESPONSIBILITIES:**

- Performs the responsibilities of the position within the legislative and regulatory standards set out in applicable provincial and municipal regulations, policies and by-laws.
- Performs regular inspections of equipment and facilities according to prescribed maintenance schedules. Records and reports defects and/or failures in accordance with approved policies and procedures.
- Carries out inspections on safety equipment including: self-contained breathing apparatus, safety harnesses, safety retrieval equipment, ropes, fire extinguishers, etc.
- Performs scheduled maintenance work including but not limited to: lubrication, oil changes, shaft and belt alignments, belt tensions, chain tensions, impellers, wear rings, etc.
- Supervises contractors working at the water treatment or distribution facilities and ensures that municipal standards and safety requirements are maintained.
- Responsible for the collection of water samples for in-house and external analysis. Conduct laboratory tests, such as pH, chlorine, and turbidity, and other parameters in accordance with established procedures.
- Reports process and compliance issues to the Manager of Water & Wastewater and/or Overall Responsible Operator.
- Maintains all personal records and log book entries in accordance with approved policies and procedures.
- Participates in the on-call rotation for plant operations outside of normal operating hours.
- Respond to public concerns and inquiries in a timely and suitable manner.
- Perform other duties as may be assigned by the Manager of Water &

## Wastewater

### **EDUCATIONAL REQUIREMENTS AND EXPERIENCE:**

- College Diploma from a two (2) year program in Civil or Environmental studies.
- Possess a minimum of 1 years' experience in Water Treatment and possess a minimum of 1 years' Water Distribution. Experience in Wastewater Treatment is beneficial.
- Possess a valid Operator Certificate(s) for a Water Treatment and Water Distribution Class 1 or higher.

### **SKILLS AND COMPETENCIES:**

- Must have knowledge and familiarity with mechanical, electrical, and hydraulics applications relating to water treatment. Ability to interpret manuals and other resources relating to water treatment & distribution operations.
- Knowledge and understanding of key legislation including the Environmental Protection Act, Clean Water Act, Safe Drinking Water Act, Ontario Water Resources Act, Occupational Health and Safety Act, Health Protection and Promotion Act, Federal Wastewater System Effluent Regulations and other related legislation.
- Computer literacy in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook) along with demonstrated experience with SCADA and other relevant software programs.
- Valid Ontario Driver's License (Class G).

### **WORKING CONDITIONS:**

- Inside and outside work in all seasons
- Required to work 40 hours per week
- Overtime/weekend work as may be required
- Participate in the On-call Rotation as scheduled
- Expected to report to work in emergency situations during unscheduled times

### **PHYSICAL DEMANDS:**

- Ability to lift ~ 50lbs (22.7kg)

### **MENTAL DEMANDS:**

- Ability to make quick and sound decisions in the event of extraordinary situations such as equipment malfunctions, rapid deterioration of water quality, or power outages, to ensure the quality of finished water and to protect public health and the environment.

**WORKING RELATIONSHIPS:**

<b>INTERNAL</b>	Manager of Water & Wastewater Water Wastewater Compliance Coordinator Water and Wastewater Chief Operators and Operators
<b>EXTERNAL</b>	Contractors General Public