



## MUNICIPALITY OF PORT HOPE JOB POSTING

**Position:** Wastewater Operator

**Department:** Works and Engineering

### **Purpose of the Position:**

The Wastewater Operator is responsible for the safe and efficient operation and maintenance of the wastewater system (treatment, collection and pumping stations) throughout the Municipality in compliance with all applicable legislation.

**Responsible to:** Wastewater Operations Foreman (Direct)  
Wastewater Operations Manager (Indirect)

**Supervises:** None

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### **1.0 RESPONSIBILITIES:**

*(The following sets out the principal functions of the position and shall not be considered as a detailed description of all work requirements).*

- 1.1 Perform all operational, and maintenance (routine and preventative) duties in the wastewater system (treatment, collection and pumping stations) and ensures compliance with all applicable Certificates of Approvals, Provincial and Municipal Legislation, Regulations, Orders, Policy and Procedures.
- 1.2 Perform daily checks and analysis on the operation of equipment and make adjustments to process controls to optimize process in accordance with established procedures and regulatory requirements.
- 1.3 Inspect and maintain complex electronic and mechanical equipment; identify and troubleshoot malfunctions and alarms; execute repairs/replacement as necessary or assist in the repairs of the equipment.
- 1.4 Utilize the computer maintenance management system to ensure operations and maintenance work is completed daily, weekly and monthly according to manufacturers recommended schedule.
- 1.5 Perform related administrative duties such as: recording of actions taken (log book); recording and entering data in the computer

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- maintenance management system; performing calculations and report writing.
- 1.6 Perform laboratory sampling and testing (analysis) including nutrient concentration, solids concentration, pH and temperature, to determine biological condition of process as part of lab work to assess process effectiveness and also to determine if wastewater systems are in compliance with the Ministry of Environment (MOE) specifications (Certificate of Approval).
  - 1.7 Participate in, or as required coordinates contracted services for sanitary main breaks and repairs. Ensures safe operations in accordance with traffic control and trenching requirements.
  - 1.8 Participate in sanitary sewer manhole inspection for inflow and infiltration. Assists with manhole Geographical Information System (GIS) additions and modifications.
  - 1.9 Assist with sanitary system camera inspection on new and existing sewers, laterals and mains. Assists with all work associated with sewer repairs, cleaning and clearing blockages.
  - 1.10 Participate in, or as required coordinates the contracted services for the administration, inspection and documentation of the sewer flushing program, sewer camera inspection program and forcemain swabbing.
  - 1.11 Participate in, or as required coordinates the contracted services for wastewater utility locates.
  - 1.12 Participate in training courses, information sessions and educational programs, including those required to achieve and maintain required certifications.
  - 1.13 Participate in educational and awareness campaigns, including disseminating public information materials, public presentations and respond to inquiries / complaints from the public; Facility Tours.
  - 1.14 Act as Overall Responsible Operator (ORO) as designated. Act as Operator in Charge (OIC) as assigned.
  - 1.15 Ensure established security measures are inspected and maintained for all areas of responsibility; work under emergency conditions, using special safety equipment and procedures.
  - 1.16 Complete housekeeping and yard maintenance at the Wastewater Treatment Plant and the various Pumping Stations.
  - 1.17 Take all reasonable and necessary precautions to ensure the safety and health of oneself, other employees, the public and any person likely to be affected by the employee's acts or omissions.

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- 1.18 Assist other divisions (Water Treatment, Water Distribution, and Urban Roads) with operating and maintaining Municipal infrastructure as required and to attain/maintain certification(s).
- 1.19 Adhere to high standards of ethical behaviour and demonstrate his/her understanding that his/her personal actions impact the public's perception of the Municipality.
- 1.20 Perform other duties as assigned by the Wastewater Operations Manager or designate.

### 2.0 KNOWLEDGE, SKILLS AND ABILITIES:

#### Knowledge

- 2.1 High school Diploma required. Water Quality Analyst certificate and/or post-secondary education in related field would be an asset.
- 2.2 The Municipality of Port Hope operating systems are Wastewater Treatment Class III and Wastewater Collections Class II. Where not already licensed as such, the Wastewater Treatment Class III and Wastewater Collections Class II licenses are to be attained within five (5) years of date of hire or a time frame as mutually agreed.
- 2.3 A valid Wastewater Treatment license and Wastewater Collection license is required. Operator in Training (OIT) licenses in both Wastewater Treatment and Wastewater Collection is a minimum license requirement. Wastewater Treatment Class III license or Wastewater Collection Class III license is preferred.

**NOTE – Due to current staff licensing in the Wastewater division, applicants must hold at a minimum, a Class I Wastewater Treatment license and a Class I Wastewater Collections license to be considered for the position.**

- 2.4 Water Treatment and Water Distribution and Supply Class I or higher certificates would be an asset and shall be required to be attained within three years or time frame as mutually agreed.
- 2.5 Electrical and/or mechanical maintenance field experience and knowledge of pumps and motors preferred.
- 2.6 Occupational Health and Safety training, including WHMIS is required; First Aid, CPR, Fall Arrest Certificate, Working from Heights, Confined Space Entry and Rescue Certificate preferred.
- 2.7 Experience working with instrumentation, computer maintenance management systems and SCADA programs preferred.

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## **Skills and Abilities**

- 2.8 Ability and willingness to maintain above noted training and licenses, and any other training as required.
- 2.9 Intermediate computer skills using Microsoft Office (Access, Excel, Word and Power Point) and Internet are required. Knowledge in CMMS, GIS systems and cloud-based database program (such as Citywide) would be an asset.
- 2.10 Verbal communication skills including courtesy, tact, explanation and judgment.
- 2.11 Analytical and problem solving skills.
- 2.12 Detail oriented.
- 2.13 Customer service orientation.
- 2.14 Ability to use a variety of hand tools which could include, but not limited to, shovel, pick, jack hammer, cut off saw, wrenches and a variety of power tools.
- 2.15 Ability to perform heavy lifting, carrying and moving objects.

## **3.0 OTHER**

- 3.1 Valid and satisfactory 'G' Driver's License ('DZ' License preferred)
- 3.2 Valid and satisfactory Criminal Record and Judicial Matters Check.

## **4.0 WORKING CONDITIONS:**

- 4.1 Work can be inside or outside with exposure to variable temperatures, inclement weather, noise and human waste.
  - 4.2 Travel throughout the Municipality required.
  - 4.3 Available to respond to emergencies when called; respond to site of emergency with thirty (30) minutes.
  - 4.4 As scheduled, on-call twenty-four (24) hours per day.
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## **TERMS OF EMPLOYMENT:**

**Hours:** Forty (40) hours per week

**Compensation:** Note: Probationary and Temporary Employees wage rate = 90% of the classification rate noted below.

Union dues payable after thirty (30) consecutive calendar days.

Job Classification	Effective Jan. 1/20
Operator in Training ( <i>Water Treatment, Water Distribution, Wastewater Treatment, Wastewater Collections (wage rate paid for 1 or multiple OIT licenses, when working in the position)</i> )	\$29.27
Wastewater Operator I ( <i>Requires both Class I WW Treatment AND Class I WW Collections licenses</i> )	\$31.77
Wastewater Operator II ( <i>Requires both Class II WW Treatment AND Class II WW Collections licenses</i> )	\$33.65
Wastewater Operator III ( <i>Requires both Class III WW Treatment AND Class II WW Collections licenses</i> )	\$35.46

**Benefits:** Eligible for the Group Health, Dental and Life Insurance benefit coverage.

Eligible for enrolment in the OMERS Pension Plan

**Application process:** Please submit your resume on or before **Sunday, September 27, 2020** via:

**On-line Resume submission:** [www.porthope.ca/career-opportunities](http://www.porthope.ca/career-opportunities)

**Email:** [HR@porthope.ca](mailto:HR@porthope.ca)

**Mail:** Human Resources Manager  
Municipality of Port Hope  
56 Queen St., Port Hope ON L1A 3Z9

**Fax:** 905-885-7698  
**Phone:** 905-885-4544

**\*Note: Interviews for the position may be scheduled prior to the Job posting closing date\***

*The Municipality of Port Hope thanks all applicants for their interest in the position; however, only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. The Municipality of Port Hope is an equal opportunity Employer. Work accommodations are available, upon request, in the recruitment process for applicants with disabilities.*