

Posting #2020-12
Issued: October 27, 2020
Internal and External

EMPLOYMENT OPPORTUNITY – CORPORATION OF THE TOWN OF HANOVER POSTING #2020-12 OPERATOR – WATER & WASTEWATER

Reporting to the Chief Operator – Water & Wastewater, the Operator – Water/Wastewater is a full-time union position that is responsible for the operation and maintenance of the Water and Wastewater Treatment facilities for the Town of Hanover.

Knowledge, Skills & Experience

- At least two (2) years water and wastewater operator experience
- Current Wastewater Treatment Facility Class 1 License (at minimum)
- Current Water Treatment Facility Class 1 License (at minimum)
- Current technical knowledge on water and wastewater quality and treatment
- Demonstrated ability to follow applicable legislation, regulations, policies, guidelines and Ministry of Environment reporting requirements
- Strong mechanical, communication, interpersonal and computer skills
- Valid Ontario G License (minimum) in good standing
- Must be willing to carry a cell phone for 24hr response and participate in a rotating weekly on-call schedule, including weekends
- Must be willing to work flexible hours as needed to respond to “after hours” emergencies as required

The Town of Hanover offers an attractive compensation and benefits package as per the current CUPE Collective Agreement.

Qualified applicants are invited to submit a cover letter and resume quoting Posting #2020-12 by email or mail by 4:00pm on Friday, November 20, 2020.



Town of Hanover
341 10th Street, Hanover ON N4N 1P5
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hr@hanover.ca

The Town of Hanover is an equal opportunity employer. Accommodations are available throughout the recruitment process. Applicants must self-identify and make their accessibility needs known in advance. We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

Job Description

Prepared: January 2018

Revised: October 2020

Reviewed By: Director, Public Works

Position Title:	Operator Water/Wastewater Treatment
Department:	Public Works
Reports To:	Chief Operator Water/Wastewater Treatment
Supervises:	Directly: None Indirectly: None
Position Status:	Full-time, Union
Location:	Wastewater Treatment Plant, 718 7 th Ave. Hanover Water Treatment Plant, 36 Airport Rd. Walkerton
Pay Method:	Salary based on established hourly rate
Normal Work Week:	40 hours per week

Position Summary

The Operator Water/Wastewater Treatment is responsible to participate in the operations, repair and maintenance of the Town of Hanover's Wastewater Treatment Plant, Water Treatment Plant and related facilities.

Duties and Responsibilities

Operations

- a) Carries out work assignments using a variety of vehicles, light equipment, hand and power tools, such as trucks, grounds maintenance equipment – pumps, generators, snow blowers, meters, metering devices, controllers, valves, etc.
- b) Responds to emergencies as required and participates in the on-call rotation.
- c) Conducts inspections, repair and maintenance of the water and wastewater systems to ensure the systems are operating at the desired level of quality.
- d) Performs mechanical and electrical repairs to equipment.
- e) Completes daily inspection reports and records relative to equipment used.
- f) Undertakes minor repairs and maintenance of equipment.
- g) Responds to inquiries and complaints from the public.

Spending, Budgets, & Internal Control

- a) Ensures packing slips and receipts are documented to the proper facility and forwarded to the Chief Operator.

Health & Safety

- a) All employees have the responsibility to work in a safe manner and report any health, safety or environmental concern to their manager or supervisor in a timely manner. Employee responsibilities for Health, Safety and Environment include:
 - Work in compliance with organizational health, safety and environmental procedures.
 - Report any unsafe conditions or unsafe acts.
 - Ensure that the required protective equipment is used for the assigned tasks.
 - Attend all required health, safety and environmental training.
 - Report any accidents/incidents to supervisor.
 - Assist in investigating accidents/incidents.
 - Refrain from engaging in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

Other

- a) Performs all other duties and responsibilities as assigned.

Education, Skills and Experience

Education/Training/Certifications/Licences:

- Minimum Wastewater Treatment Facility Class 1 and Water Treatment Facility Class 1 license as per the respective Ontario Water Resources Act and Safe Drinking Water Act.
- Maintains current training and knowledge with regard to confined space, gas chlorination, water filtration and bio solids management.
- Maintains valid Ontario 'G' class license, First Aid, WHMIS training, and other applicable Health and Safety training as per Town policy.

Experience:

- Minimum two (2) years of related and demonstrated experience at water and wastewater treatment plants and related facilities.

Skills and Abilities:

- Interpersonal skills including the ability to work effectively in a team environment.
- Computer proficiency and knowledge of database applications.
- Excellent customer service, multitasking and organizational skills. Strong interpersonal, and verbal and written communication skills.

Physical Demands and Working Conditions

- Exposure to physical hazards and related stress, including inclement weather, noise, etc.
- Requires moderate physical exertion such as climbing, occasional lifting, standing, bending, extensive walking over rough terrain or working from ladders or in confined spaces for limited periods of time.
- Work is subject to unusual and unscheduled hours; on-call and overtime is required.

- Working environment contains high risks with exposure to potentially dangerous situations, which require planned safety precautions. The probability of injury, accidents, or work related illness is low.
- Working in confined spaces.
- Working with hazardous chemicals for various stages of treatment.
- Working in various noisy areas with extreme temperatures.
- May be subject to inclement weather and exposure to sewage during maintenance and construction activities.

Contacts

Internal: Chief Operator Water/Wastewater Treatment
Other staff members

External: General Public

Public Relations: None

Review/Approval

Current Incumbent(s):		Date:
Department Head:		Date:
CAO:		Date: