

Job Title	<b>Plant Operator (Distribution)</b>
Wage	\$29.65 - \$31.95 hourly - Class III*** (2021)
Reports To	Supervisor, Overall Responsible Officer
Department	Public Works
Location	Distribution and Collection
Hours	Full-time is 40 hours per week
Other	Availability to respond to rotational on-call and stand-by shifts, seven days per week, as operations may require. Travel throughout the City of Kawartha Lakes will be required, work location may vary.

\*\*\*Note: Employees will be placed on the grid based on the licence which they possess to the maximum class required by the plant in which they are working.

### **Job Description**

- Assist in ensuring water distribution infrastructure, wastewater collection infrastructure and water and/or wastewater treatment systems, including leachate systems, are operated in compliance with all applicable legislation
- Perform repairs, installations, replacements and maintenance of water distribution infrastructure including but not limited to water shutoffs, fire hydrants, water main tapping, valves, water meters and water mains
- Inspect water shutoffs, commissioning of new water mains and service connections
- Ensure water distribution water quality performing flushing, sampling, analysis, and response to customer enquiries
- Inspect, construct, operate and maintain wastewater service laterals and wastewater collection mains, performing preventative maintenance and emergency response to flush, thaw, or unblock as required
- Efficient and effective operation, maintenance, monitoring and process control duties for water and wastewater treatment facilities as assigned in compliance with all legislation
- Inspect, service, and repair components of water and wastewater treatment equipment including, but not limited to, chemical pumps, valves, water intakes, wastewater outlets, filters, UV treatment systems, mechanical pumps

- Monitor and analyze trends, alarms and events at all water and wastewater treatment facilities as assigned, reporting observations to the Supervisor as required
- Respond to and investigate enquiries, complaints and concerns related to water quality, wastewater backup, water leaks, etc. in a timely and professional manner
- Respond to and investigate service leaks and other water related issues within private dwellings
- Assist with facility inspection and compliance administration duties to meet all applicable legislation as may be required from time to time
- Communicate all matters on a daily basis to the Supervisor and must maintain accurate records of operations and maintenance in compliance with industry regulations
- Comply with all City of Kawartha Lakes policies and procedures, applicable legislation and regulations, and safe work practices
- Perform other related duties as assigned

### **Skills/Education Required**

- Post-secondary diploma in Environmental Studies or a related field
- Minimum three years as an operator in the operation of water treatment, distribution and wastewater collection systems
- Possess and maintain valid certifications: Class III (Distribution and Collection); Class IV certifications (Water Treatment); and willingness to upgrade
- Current certification in Confined Space Entry, Transportation of Dangerous Goods, First Aid/ CPR and Traffic Control Training preferred
- Knowledge of relevant legislation and regulations, including but not limited to, the Safe Drinking Water Act, Ontario Water Resources Act, Environmental Protection Act, Clean Water Act, and Occupational Health and Safety Act is required
- Experience using SCADA/PLC systems and data entry is required
- Entry Level Drinking Water Certification an asset; Water Quality Analyst certification an asset
- Ability to read and interpret water and wastewater construction plans and specifications (for Water Distribution and Wastewater Collection positions)
- Demonstrated professional and ethical responsibility to protect privacy, use confidential information appropriately, treat sensitive situations with appropriate degree of tact and discretion
- Demonstrated customer-service skills at a level to develop and to maintain cooperative/collaborative working relationships both within and outside the organization
- Excellent time-management skills with the ability to prioritize workload and meet deadlines, and the ability to deal with multiple demands
- Excellent written communication skills with attention to detail and accuracy
- Excellent organizational and administrative skills with the ability to work independently and in a team environment
- Ability to demonstrate initiative consistently with commitment to quality improvement

- Demonstrated ability to understand and abide by municipal policies and procedures
- Demonstrated proficiency in Microsoft Office, the internet, and any other related software
- Possess and maintain a valid Ontario Class G Driver's Licence, with acceptable driving record; valid DZ Driver's Licence required for positions in Distribution/Collection

**Please visit our website [www.kawarthalakes.ca](http://www.kawarthalakes.ca) to complete your on-line application.**

**Applicants must be prepared for skill testing.**