

# owen sound

where you *want* to work

**Water Distribution Labourer/ Operator In Training**  
**Permanent Full Time**  
**Job Posting #: 2025-01**  
**Closing Date: January 31, 2025**

The City of Owen Sound is seeking motivated individuals to fill two (2) Water Distribution Labourer/ Operator In Training (OIT) positions with the expectation of growth into a Water Distribution Operator role. The principal function of the position is to work alongside our certified operators to provide safe drinking water and assist with operational and maintenance activities in our water distribution team. The Labourer/OIT would be expected to obtain their DZ driver's licence and pass their Operator in Training examination for water distribution within 6 months. The City of Owen Sound is committed to financially supporting licensing and certification for the successful candidate.



The successful candidate will have a Grade 12 Secondary School diploma as required by the Ministry of Environment, Conservation and Parks (MECP) for certification and demonstrate relative work experience, preferably in construction or trades.

**Skills / Competencies Required:**

- Knowledge of equipment, methods, tools, and materials used in general construction
- Ability to communicate effectively with supervisors, co-workers, contractors, other City employees, and the general public.

- Must be able to interpret work orders, specifications, standards, and instructions and interpret plan/profile drawings, sketches, and diagrams.
- Knowledge of underground utilities and construction techniques would be an asset
- Knowledge of the Owen Sound Water Distribution System is an asset.
- Basic knowledge and ability relating to computer systems and software, including GIS.
- Knowledge of OSHA primarily related to confined space standards.
- Internal Candidates must have proven attendance records and satisfactory performance records with the City.

The wage rate for this position depends on the level of certification obtained as follows:  
 (\* 2024 rate, currently under review)

<b>Water &amp; Wastewater Division</b>	
Labourer/Operator in Training	\$26.26
Cert.Level I 90%	\$30.06
Cert.Level II 100%	\$33.35
Cert.Level III 102.5%	\$34.16
Cert.Level IV 105%	\$34.99

The entire job description can be found below.

To explore this opportunity further, we invite applicants to forward their resume and cover letter to:

Human Resources  
 City of Owen Sound  
 E-mail: [hrjobposting@owensound.ca](mailto:hrjobposting@owensound.ca)

The City of Owen Sound is proud to be an equal opportunity employer, valuing and respecting diversity. We are committed to inclusive, barrier-free recruitment and selection processes. We will accommodate the needs of qualified applicants under the Human Rights Code and the Accessibility for Ontarians Disabilities Act in all aspects of the hiring process upon request. We thank all applicants for their interest; however, only those considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act. It will only be used for candidate selection.

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**Department:** Public Works & Engineering      **Division:** Water and Wastewater

**Job Title:** Water Distribution Labourer/ Operator In Training

**Employee Group:** CUPE 1189-01

**Direct Supervisor:** Water Distribution Superintendent

**Revision Date:** December 2024

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**Position Summary and Scope:**

The principal function of the position is to work alongside our certified operators to provide safe drinking water and assist with operational and maintenance activities in our water distribution team. The Labourer/ Operator in Training is accountable to the Water Distribution Superintendent and receives daily direction and instructions from the Water Distribution System Lead Hand or other certified operators acting as Operator in Charge (OIC).

**Duties and Accountabilities:**

**Daily**

Assist in maintaining and operating the water distribution system.

Install and ensure proper operation and maintenance of fire hydrants, water mains (various sizes), and appurtenances, i.e. valves, pressure regulating valves, water meters, water services

Maintain and operate motorized vehicles and equipment related to water distribution. maintenance, i.e. backhoe, dump truck, tapping machine, leak detection equipment, locating equipment

Troubleshoot and repair water leaks in the distribution system

Respond to customer complaints regarding flooding, water service, leaks, low pressure, frozen lines and other related matters

Clear snow, inspect and perform winter maintenance on fire hydrants.

Maintain logs and other forms of record-keeping related to distribution activities; also make field drawings and changes to city distribution system drawings, GIS, and service cards when changes are made in the system, or something is discovered marked wrong in the system.

Assist in the performance of routine duties and inspections at various water systems. sites including reservoirs, pumping stations, Water Treatment Plant, valve chambers

Locate water infrastructure, street lighting, and traffic signals.

Fill out Book 7 Traffic Control Sheet

Obtain Trench Number/Call in Road Closure

### **Periodic**

Bypass or shut down portions of the distribution system during emergencies or planned maintenance

Participate in the standby duty roster rotating once level 1 certification is obtained.

Obtain regular training and upgrades as per provincial regulations.

### **Occasional**

Snow clearing of sidewalks and roadways

Other duties as assigned

### **Employee Health & Safety Responsibilities:**

- Carry out work in a safe manner, preventing safety hazards to the incumbent and others;
- Actively participate in all COS safety initiatives and training;
- Report all hazards, incidents, accidents, near misses, injuries or illnesses promptly to your Superintendent: complete all requested documentation.
- Follow all COS policies and procedures as well as the Occupational Health and Safety Act. (For a detailed description of worker responsibilities, see the Occupational Health and Safety Act Part III Section 28.)

### **Educational Requirements:**

Grade 12 Secondary School Diploma as required by MECP for certification.

### **Details – Specialty, major etc.:**

Ministry of Environment, Conservation and Parks, Water Distribution System Certification

### **Skills and Competencies at the working level:**

Knowledge of equipment, methods, tools and materials used to operate and maintain water distribution systems, i.e. Tapping machines, Leak Detectors, Locate equipment, Hach Chlorine Pocket Colorimeter.

Ability to communicate effectively with supervisors, co-workers, contractors, and other City employees and the general public

Be able to work from work orders, specifications, standards, and instructions and to Interpret plan/profile drawings, sketches and diagrams.

Basic knowledge and ability relating to computer systems and software, including GIS.

**Experience at the working level:**

**Previous Work-Related Experience** (# of years or months):

1-2 years in construction or trades

**Positional on-the-job training required** (# of weeks or months):

Three (3) to five (5) years to learn thoroughly the specific distribution environment and requirements for the City of Owen Sound.

**Working Relationships:**

The Water Distribution Labourer must maintain good working relationships with Water Section staff, Water Distribution Lead Hand, Water Distribution Superintendent, Public Works staff, Engineering staff, Ministry of the Environment Officials, and the general public.

**Independence of Decision Making:**

Has established policies & procedures: Yes

A supervisor or lead hand usually available: Yes

Problem solves within clear guidance and/or past practice: Yes

**Physical Demands:** Length of time/repetitions/weight in average working day.

Computer Use: 0-1 daily

Walking: 2+ hours daily

Standing: 2+ hours daily

Sitting: 2+ hours daily

Lifting: Up to 60lbs (27kg)

Ladder Climbing: Moderate climbing/balancing

Exposure: Regular exposure to unpleasant or hazardous conditions caused by water, noise, dust or heavy equipment. Work outdoors in all weather.

Other: Work in trenches, vaults and manholes. Constant kneeling, stooping and bending.

**Working Conditions:**

Hours of work: 40 hours per week

Shift length: 8 hours per day

Shift Schedule: Monday - Friday

Additional Comments:

Once level 1 certification is obtained, 24-hour on-call status is maintained on a rotating basis, and after-hours calls are responded to within one hour. The response time frame may be subject to change.

Overtime work is required, including weekends, while on-call is required.

**Consequence of Errors:**

Failure to meet MECP regulations (or to provide proper operation and maintenance of the plant) could/would have a significant impact on the environment, including large fines to the operator and the City and negative public health impacts.