



The Municipality of
SOUTH DUNDAS

Municipality of South Dundas Employment Opportunity

Position:	Operator – Water/Wastewater
Department:	Water/Wastewater
Type:	Permanent, Full-Time
Wage Level:	Hourly Rate \$34.57 to \$41.90 (dependent on level of Certification)
Hours:	40 Hour Work Week, Monday – Friday

Are you passionate about making a difference in the community? If you are looking for a workplace that values teamwork, professional growth, and service excellence, the Municipality of South Dundas wants you! With the support of an experienced team and a positive work atmosphere, we encourage employees to build their skills through training and development. South Dundas values work-life balance and offers flexibility to support the needs of our employees. South Dundas offers a competitive salary and modern benefits package.

South Dundas is a growing municipality located along the St. Lawrence River in eastern Ontario. With a population of 11,000 residents, South Dundas is comprised of three urban centers (Morrisburg, Iroquois and Williamsburg), and several charming rural hamlets. South Dundas is conveniently located close to Ottawa, Brockville, Cornwall and Montreal, and is connected by major transportation corridors (Hwy 31, Hwy 401 and Hwy 416).

We are looking for a dynamic individual who wants to be part of a service-oriented team for the position of **Operator- Water/Wastewater** for the Water/Wastewater Department. Reporting to the Manager of Water/Wastewater, the Operator of Water/Wastewater is responsible for performing infrastructure maintenance programs for water treatment systems, water distribution and intake systems, wastewater treatment systems, wastewater collection systems, high lift pump stations and sewage pump stations. Operators must be competent persons as per Provincial regulations. Operators will, as required, be appointed OIC Operator in Charge to oversee ongoing work in some circumstances depending on qualifications. Overall, this position plays an integral role in the timely completion of maintenance activities related to the water and wastewater treatment system to maintain compliance with Provincial Regulations.

Compensation and Benefits

The Municipality of South Dundas strives to be an employer of choice for strong talent, dedicated to serving our community, and offer the following:

- Flexible work schedules to support work-life balance;

- 2024 hourly wage for a qualified Water/Wastewater Operator is \$34.57 to \$41.90 (dependent on level of Certification)
- Comprehensive and Modern Benefits package;
- Enrolment in Ontario Municipal Employees Retirement System (OMERS);
- Substantial internal and external training and development opportunities;
- Paid vacation and personal days.
- Compassionate and caring organization that promotes and embraces a culture of teamwork.

Application Process

Interested and qualified candidates are invited in confidence to submit their resume and cover letter. Please visit the Careers page of our website at www.southdundas.com/job-opportunities. A copy of the job description is available on our website.

Applications will be accepted until Tuesday, August 6th, 2024, at 12:00 noon. Please send your resume and cover letter to hr@southdundas.com. We thank all candidates for their interest, however, only those selected for an interview will be contacted.

The Municipality of South Dundas is committed to creating and maintaining a workplace that is welcoming, inclusive, and barrier-free. Accommodations in accordance with the Ontario Human Rights Code and applicable legislation are available throughout all stages of the recruitment process. For accommodation during the application process, applicants are asked to make their needs known via email at hr@southdundas.com. Personal information collected under the authority of the Municipal Act and will be used to assess eligibility for potential employment. Questions about this collection of personal information should be directed to Human Resources.

JOB DESCRIPTION

POSITION SUMMARY

Under direction, of the Manager of Water and Wastewater, the **Operator-Water/Wastewater** is responsible for performing infrastructure maintenance programs for water treatment systems, water distribution and intake systems, wastewater treatment systems, wastewater collection systems, high lift pump stations and sewage pump stations.

Operators must be competent persons as per Provincial regulations. Operators will, as required, be appointed OIC Operator in Charge to oversee ongoing work in some circumstances depending on qualifications.

Overall, this position plays an integral role in the timely completion of maintenance activities related to the water and wastewater treatment system to maintain compliance with Provincial Regulations.

SUPERVISION RECEIVED AND EXERCISED:

- Receives direction from the Manager of Water and Wastewater.
- No Supervision Exercised.

DISTINGUISHING CHARACTERISTICS

The Operator- Water/ Wastewater is responsible for monitoring and evaluating ongoing water and wastewater treatment facility maintenance and construction and capital infrastructure projects in South Dundas. Performance requires the use of independence, initiative, and discretion.

DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Complete the day-to-day operations and ensure regulatory compliance for municipal water and waste treatment facilities including distribution and collection infrastructure.
- Adhere to the legislative requirements of the Safe Drinking Water Act.
- Schedule, track, and record routine preventative maintenance and repairs of all equipment in accordance with applicable QMS, manufacturer specified maintenance requirements, Operations and Maintenance Manuals, SOP's, standards, and legislation.
- Participates in studies or projects related to divisional/departmental operations.
- Liaise with and advise other municipal departments.

- Promote and manage a safety-first working environment and ensure that all OH&S requirements are adhered to.
- Responsible for adherence to all QMS (Quality Management Systems) for water treatment, wastewater treatment, water distribution, and wastewater collection.
- Be available on a rotational on-call basis.

SKILLS & KNOWLEDGE:

- Thorough working knowledge of all applicable legislation relating to drinking water and wastewater treatment
- Thorough knowledge of the Safe Drinking Water Act, 2002;
 - O.Reg 169/03, Ontario Drinking Water Quality Standards
 - O.Reg 170/03, Drinking Water Systems
 - O.Reg 128/04, Certification of drinking water System Operators and Water Quality Analysts
 - Drinking Water Works Permits
 - Municipal Drinking Water Licenses
 - Procedure for Disinfection of Drinking Water in Ontario
- Ontario Drinking Water Quality Management Systems
 - Ontario Water Resources Act
 - O.Reg 225/14 Water taking
 - Permit to take Water
- Ontario Occupational Health and Safety Act
- Regulation 129.04 License of Sewage Works Operator
- Mechanical processes associated with treatment, collection, and distribution systems
- Laboratory processes and procedures associated with drinking water and wastewater treatment

ABILITY TO:

- Operate a vehicle with a G License, including towing and maneuvering a trailer.
- Excellent organizational, record keeping, and communication (written and oral) skills
- Computer literacy utilizing Microsoft Office Suite (Excel, Outlook, PowerPoint, Word), SCADA, and the internet
- Respond appropriately to changing situations.
- Have good interpersonal skills and effectively communicate in person, over the telephone, and in writing.

WORK ENVIRONMENT:

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Exposure to chemicals, mechanical and electrical hazards,

and hazardous physical substances and fumes. The incumbent must also be able to work in confined spaces, and raw and treated sewage.

PHYSICAL DEMANDS:

Must possess strength, stamina, and mobility to perform medium to heavy physical work, to work around machines, to climb and descend ladders, to operate a variety of tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen and to distinguish colors in wiring; hearing and speech to communicate in person and over the telephone or radio. Frequent walking in operational areas to identify problems or hazards. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard and/or calculator and to operate tools and equipment. Incumbents in this classification bend, stoop, kneel, reach, and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with assistance and/or the use of proper equipment.

EDUCATION & EXPERIENCE

- Minimum Grade 12 diploma required and demonstrated previous experience of 5-8 years in the infrastructure maintenance field including operating and maintenance programs, associated materials and supplies, health, and safety regulations.
- Required to hold a minimum Ministry of Environment Operator in Training (O.I.T) Certificates in all the following:
 - Wastewater Collection,
 - Water Distribution,
 - Wastewater Treatment,
 - Water Treatment
- Class 1 and higher (or actively working towards) in the following disciplines noted above are mandatory.
- Trades license as a Millwright and/or applicable skilled trade will be considered an asset.

This job description is intended to summarize the responsibilities of the job and is not a comprehensive list of all duties to be performed.