



## MUNICIPALITY OF SOUTH DUNDAS

34 Ottawa Street, P.O. Box 740  
Morrisburg ON K0C 1X0  
613.543.2673 | southdundas.com

<b>Job Title:</b> Water/Wastewater Operator	<b>Last Revision Date:</b> August 2019
<b>Reports to:</b> Supervisor of Water/Wastewater Operations	<b>Approved by:</b> Council
<b>Wage Level:</b> \$48,178 - \$57,222 (2019 Pay Range Levels)	<b>Effective Date:</b> August 2019

The Municipality of South Dundas is currently seeking a Water/Wastewater Operator. This is a full-time position offering an attractive compensation, benefits package and an excellent working environment.

Reporting to the supervisor of Water/Wastewater Operations, the minimum qualifications for this position include:

- One year minimum experience in municipal water and wastewater services.
- Minimum OIT Water Treatment with the requirement to obtain Class 1 certification within 12 months of hire.
- Minimum Class 1 Distribution & supply Certification with the requirement to obtain Class 2 within 12 months of hire.
- Minimum Class 1 Wastewater Collection would be considered a definite asset.
- Effective verbal and listening communications skills.
- Maintain a valid Ontario Class G Drivers' License and clean driver's abstract.
- Demonstrated computer knowledge including proficiency in MS Office and familiarity with a SCADA environment.
- Available for on-call schedules and weekend shifts on a rotating basis.
- A demonstrated work history that highlights teamwork and a positive attitude.
- Demonstrated record keeping, time management, organizational skills.
- Working knowledge of the applicable legislation within the Safe Drinking Water Act.
- Must have the ability to lift and carry 40 lb., while climbing stairs and on uneven surfaces
- Live within 45 minutes of the Municipal System or be willing to move within 12 months of hire.
- Ability to work in difficult and dirty environments and in all weather conditions.
- Ability to perform Operator in Charge (OIC) responsibilities on a rotational basis (one week per month) within 12 months of hire.
- Agreeable to act as Overall Responsible Operator (ORO) on a rotational basis.
- Must be able to be on-call afterhours typically for one week on rotating three to four week cycle.

**The Ideal Candidate will Possess:**

- Class 1 Water Treatment Certification 1 and Class 2 Water Distribution & Supply Certification.
- Class 1 Wastewater Treatment and Class 1 Collection.
- The ability to immediately perform OIC/on-call duties on a rotational basis.

**Assets:**

- Degree/diploma in Environmental/Resources Studies, Science or a related field.
- Experience working in a highly regulated environment.
- Completion of additional certifications/courses related to water treatment, distribution and wastewater collection.
- Experience with or training in the use of SCADA, PLCs or other similar systems.
- Laboratory testing experience.
- Related Health & Safety training/certification, such as Confined Space Entry, Transportation of Dangerous Goods, WHMIS, First Aid/CPR, SCBA, etc.
- Class DZ License.

**Other Competencies or Skills:**

- Demonstrated knowledge of proper health and safety practices.
- Demonstrated knowledge of water and wastewater processes, systems and regulations.
- Proven ability to prioritize tasks on a daily basis.
- Ability to work effectively as part of a team, communicate and cooperate with others.
- Proven ability to recognize issues, analyze data, troubleshoot and solve problems.
- Ability to respond to emergencies and follow established procedures.
- Must possess basic and applied mathematical skills, mechanical and verbal reasoning, numerical ability and spatial relations.
- Basic mechanical, and electrical aptitude.
- Must possess computer skills including spreadsheets, word processing, work order systems and email.
- Must be able to work alone and/or without direct supervision, as well as in a team environment.
- Strong attention to detail.
- Excellent documentation skills (electronic and written).
- Familiarity with the Drinking Water Quality Management Standard (DWQMS).

As part of the online application process, we ask that all applicants provide an email address that they regularly check.

Although not required at this time, please note that successful applicants will be required to provide the following documents (but not limited to), as a condition of hire:

- Satisfactory Driver's Abstract.
- Satisfactory Police Clearance Certificate.
- Proof of original educational qualifications.
- Proof of original Ministry of Environment, Conservation Parks (MECP).
- Water/Wastewater qualifications (ex. proof of passed exams, licenses, etc.).

## **Application Deadline:**

Submissions will be received until **September 6, 2019 at 4:30 p.m.**

Qualified candidates should forward their application marked:  
"Water/Wastewater Operator"

to: The Municipality of South Dundas  
Attention: Mr. Shannon Geraghty, Chief Administrative Officer  
34 Ottawa Street P.O. Box 740  
Morrisburg ON K0C 1X0

or by Email: [hr@southdundas.com](mailto:hr@southdundas.com)

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 613-543-2673.

Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Municipality of South Dundas, we will endeavor to make such accommodations.