

TOWN OF TWO HILLS
Job Description

POSITION TITLE:	Water/Wastewater Operator
REPORTS TO:	Public Works Foreman
SUBORDINATE POSITIONS:	None

POSITION SUMMARY:

Is the main Water and Wastewater Operator, reporting to the Public Works Foreman. Ensures that the water and wastewater, and related facilities are being operated in an efficient, effective, and safe fashion. This position will also include all Operator duties.

SPECIFIC DUTIES & RESPONSIBILITIES:

1. Responsible for the maintenance, operation and inspection of all water, wastewater and sewage lagoons and ensures such operation complies with all provincial laws and regulations.
2. Prepares annual municipal reporting for water/wastewater/sewage compliance.
3. Acts as Occupational Health and Safety Officer for the Town and ensures compliance by all employees, with all existing laws, regulations and rules as it relates to safety. Organizes and facilitates employee safety meetings and training sessions on a regular basis.
4. Operates power driven equipment, and manual and power tools as required.
5. All Specific Duties and Responsibilities as outlined in job description of "Operator".
6. Performs other related duties as assigned by the Public Works Foreman.

TOWN OF TWO HILLS
Job Description

EDUCATION AND EXPERIENCE REQUIRED:

1. Grade 12 diploma or general education diploma.
2. Valid Water Distribution I, Water Treatment I. Wastewater Treatment I and Wastewater Collection I certification.
3. The ability to interpret and understand various statues, codes and regulations pertinent to the position.
4. A minimum of two (2) years experience working with water utilities or in a related field.
5. Excellent verbal and written communication skills. Excellent public relations is a must and requires diplomacy.
6. Working knowledge of computers.
7. Valid Class 5 drivers license.