

**POSITION TITLE: Water / Wastewater Technician Level 1**

**REPORTS TO:** Director of Municipal Operations and Development (DMOD)

**SUBORDINATE POSITIONS:**

Water Technician Level 1  
Wastewater Technician Level 1  
Operator  
Labourer  
Casual

**POSITION SUMMARY:**

**SPECIFICATIONS: Level 1 Technician, Public Works**

**Responsibilities and Duties: Operational needs will be determined on a daily basis by the DMOD**

**Primary Accountabilities:**

**1. The Chlorination Plant:**

- Check for samples and adjustments
- Keep the logbook up to date
- Monthly, weekly, quarterly reports as required
- Clean floors and walls, paint inside and outside, assist Director to drain storage tank, etc as required
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**2. The Sewer Treatment Plant**

- Check on a regular basis
  - Take sample tests from sewer effluent, check and maintain blower systems
  - Put boat in sewer lagoon to repair air lines
  - Keep building clean and safe
  - Check sewer lift stations to ensure pumps are working correctly
  - Pull pumps out of station for repairs and adjustments, climb down in station for maintenance etc
  - Clean UV Lights as scheduled
  - Tree trimming around the French Basin
  - Monthly, weekly, quarterly reports as required
  - Discourage destructive wildlife as needed.

**3. The Water System**

- Town's water system must be checked to ensure it is working properly. This entails taking meter readings, keeping neat and tidy,
- Flush water mains.
- Monitor Scada system remotely
- Monthly, weekly, quarterly reports as required
- Backs up the Director and carries out all other jobs specified by the Director

4. **In the absence of the Director of Municipal Operations and Development (DMOD):**
- Responsible for all public works aspects of the DMOD for which they have received adequate training and/or certification

**Secondary Accountabilities:**

5. **Cleaning and Maintenance**

- Weekly gas dips and readings
- Check around town for debris, such as bottles, glass, broken signs, leaks, smell etc.
- Empty, repair, install and paint garbage cans
- Straighten, paint, repair and replace signs within town limits
- Paint, winterize, basic maintenance and repair, and shovel out fire hydrants
- Sweep and maintain streets, paint crosswalks and parking spaces
- Look after manholes, potholes, etc.
- Wash vehicles and equipment, clean shop and office, paint and repair equipment, keep shop and equipment in safe working order etc.
- Put up, take down and repair seasonal decorations,
- Operate backhoe (certification required)
- Operate snowblower for the removal of snow
- Operate 1-ton truck with plow and salter
- Fix driveways, maintain lawns, rake leaves and clean catch basins
- Repair and install water lines and sewer lines, unclog sewers, rod and maintain sewers

## **JOB REQUIREMENTS:**

**EDUCATION:** Knowledge normally associated with successful completion of Grade 12  
Level 1 water treatment  
Level 1 water distribution  
Level 1 wastewater treatment  
Level 1 wastewater collection

**EXPERIENCE:** Significant experience in municipal water and sewer maintenance  
Significant and varied trades experience with machinery, carpentry, plumbing, electricity and maintenance

## **KNOWLEDGE:**

1. Good knowledge of trades such as carpentry, painting, plumbing and steelwork
2. Good knowledge of how to approach different jobs (eg. confined spaces and fall protection)
3. Thorough knowledge of safe work practices
4. Good knowledge of vehicle maintenance and repair
5. Good knowledge of pipe, valves, fitting, etc.

## **ABILITY:**

1. To think on one's feet
2. To juggle different jobs effectively and efficiently
3. To establish priorities
4. To work safely
5. To effectively handle the public
6. To drive a snow plow effectively and safely
7. To troubleshoot and solve problems
8. To respond effectively to questions and complaints

## **PERSONAL SUITABILITY:**

1. Multi-tasking
2. Effective interpersonal skills
3. Alertness
4. Reliability and dependability
5. Initiative
6. Tact and diplomacy
7. Good judgement

## **WORKING CONDITIONS:**

1. The incumbent is required to lift and climb and cannot be afraid of heights, depths or traffic.

Critical accountability	Standard(s) required
1. Water and sewer maintenance	<ul style="list-style-type: none"> <li>• testing schedule is always adhered to</li> <li>• problems with the system(s) are actively identified, reported, and acted upon promptly and in priority</li> <li>• maintenance is carried out effectively and efficiently</li> <li>• appropriate suggestions are made on alternatives</li> </ul>
2. Street maintenance	<ul style="list-style-type: none"> <li>• litter on Town streets or property is not tolerated</li> <li>• the regular maintenance schedule is adhered to</li> </ul>
3. Vehicle maintenance	<ul style="list-style-type: none"> <li>• a preventive maintenance plan is in place and adhered to for all Town vehicles and major equipment</li> <li>• problems with vehicles and equipment are actively identified, reported, and acted upon promptly and in priority</li> <li>• maintenance is carried out effectively and efficiently</li> <li>• appropriate suggestions are made on alternatives</li> </ul>
4. Snow removal	<ul style="list-style-type: none"> <li>• conditions are monitored on a daily basis</li> <li>• manpower and equipment are deployed as warranted by conditions</li> <li>• streets are cleared in order of priority</li> <li>• sidewalks are cleared in order of priority</li> <li>• parking lots are cleared in order of priority</li> <li>• a check is done after every episode to ensure safe walking and driving conditions</li> </ul>
6. Public relations	<ul style="list-style-type: none"> <li>• all enquiries are promptly and completely addressed</li> <li>• all needed referrals are made</li> <li>• contact with the public is always courteous and tactful no matter who the individual is</li> </ul>
7. Street line painting	<ul style="list-style-type: none"> <li>• lines are refreshed at the first opportunity each spring</li> <li>• lines are straight and neat</li> </ul>

