



# Employment Opportunity

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<b>Position:</b>	Interim Water Treatment Plant Overall Responsible Operator
<b>Department:</b>	Civic Centre/Public Works
<b>Commencing:</b>	May 2022
<b>Rate of Pay:</b>	\$35.27/hour
<b>Deadline:</b>	May 20, 2022 @ 4:00 PM

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Please apply by submitting a completed application form, cover letter, and resume by email to [jobs@fortfrances.ca](mailto:jobs@fortfrances.ca), one (1) PDF preferred, with the subject line: Interim Water Treatment Plant Overall Responsible Operator.

Application forms are available online at: <http://fortfrances.ca/town/human-resources/employment-opportunities>

Please note that at present we are only accepting external applications by email or fax at (807)-274-8479.

**Required: Minimum of a valid Drinking Water Treatment System Certificate (Class III) and Drinking Water Distribution System Certificate (Class II).**

**Preferred:** Preference will be given to candidates with post secondary education.

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For more information, please contact Craig Miller, Environmental Superintendent, at 274-9893.

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## POSITION DESCRIPTION

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**POSITION TITLE:** Water Treatment Plant Overall Responsible Operator & Operator-In-Charge

**GENERAL SUPERVISOR:** Environmental Superintendent

**EMPLOYEE GROUP:** CUPE and its Local 65

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### Position Summary:

- The Water Treatment Plant Operator is responsible for the operation and maintenance of the water treatment plant, water tower and distribution system, in order to ensure that citizens of the Town of Fort Frances have safe and clean drinking water in accordance with the Ministry of the Environment and provincial regulations.

### Direction Received:

- The incumbent works within established legislative requirements and takes direction from the Environmental Superintendent, or the Overall Responsible Operator.

### Direction of Others:

- The incumbent is required to provide task direction to the Water Treatment Plant Operators, but does not have supervisory responsibility.

### Revenue, Asset and Expenditure Scope:

- None specifically identified for this position.

### General Responsibilities:

- Ensures that all works associated with the water treatment/distribution system are in accordance with the Ontario Safe Drinking Water Act, 2002 and associated Ontario Regulations for Drinking Water Systems, as amended from time to time.
- Performs treatment plant / water tower rounds inspecting, monitoring and documenting plant operations by reading gauges, dials, graphs and other instrumentation
- Performs and records mathematical calculations related to plant operations
- Monitors the rate of chemical feed and water flow
- Maintains, compiles and updates plant operation daily logs; completes lab sheets; maintains appropriate documentation and reports
- Operates and adjusts treatment plant / water tower pumps, motors, feeders and other equipment to maintain appropriate plant operations
- Mixes and adds treatment chemicals
- Loads and unloads chemicals including chlorine cylinder tanks and bulk liquids
- Installs and replaces chlorine cylinder tanks

- Maintains, repairs, services, overhauls and / or rebuilds plant operation machinery and equipment, including pumps, valves, motors, meters, tanks and reservoirs
- Changes lubrications.
- Maintains equipment history and consumable inventory records. Records quantities received / used and details of parts installation. Utilizes an electronic preventative maintenance program.
- Collect and delivers samples and / or performs water quality tests, including but not limited to the following sampling protocol; weekly microbiological, quarterly, annual, water distribution, DWSP, customer complaint, Municipal Airport, sunny cove, and landfill sampling.
- Calculates water chemical addition rates based on test results and adjusts chemical rates and flows accordingly.
- Performs maintenance, repair, replacement work and installations for all water meters within the Town of Fort Frances. Water meters presently installed in the Industrial, Commercial, and Institutional sector only.
- Responds to and documents customer complaints regarding water pressure and / or quality.
- Receives off-hours emergency and maintenance calls.
- Maintains availability to respond to emergencies 24 hours a day, 7 days a week; on a scheduled on-call basis.
- Provides instruction in the work procedures, standards, and practices and on the job training in work techniques and system operation, repair and maintenance to Operator Trainee as assigned.
- Must be willing to enhance skills and knowledge of the system by attending training / educational courses to advance to higher levels of accreditation and to maintain certification up to the levels of the municipal system (class III).
- Maintains good public relations.
- A member of the DWQMS team.
- Performs other duties as assigned.

**Operator in Charge (OIC) Duties:** (Additional Duties over and above the WTP Operators)

- Sets operational / process control parameters for the effectiveness and efficiency of the system.
- Directs or instructs other operators within the system to set such operational parameters.
- Ensures that the system processes are measured, monitored, sampled and tested in a manner that permits them to be adjusted when necessary.
- Ensures that records are maintained of all adjustments made in the processes.
- Ensures that all equipment used in the processes is properly monitored, inspected, tested and evaluated and that all records of equipment operating status are prepared.

**Overall Responsible Operator (ORO) Duties:** (Additional Duties over and above the WTP Operators and OIC)

- Under direction of the Environmental Superintendent, ensures that all works associated with the water treatment plant, water tower and water distribution system are in accordance with the Ontario Safe Drinking Water Act, 2002, associated Ontario Regulations for Drinking Water Systems and Ontario Water Resources Act, as amended.
- Complies with and performs with the operating procedures and standards in accordance with departmental and the Ministry of the Environment for the water treatment plant, water tower and distribution system.
- Provides input and assists the Superintendent in projected future maintenance / capital works.
- Schedules maintenance activities for the water treatment plant and water tower, i.e. annual calibrations, contracted works, etc.
- Schedules after hours on-call for Water Treatment Operators and coordinates with the dispatch centre.
- Assists in the development of new Standard Operating Procedures as recommended in the Ministry of the Environment audits and/or inspections.

**Education and Qualifications:**

- Grade 12 Diploma
- Valid Class G Ontario approved Driver's License
- Minimum of a valid Drinking Water Treatment System Certificate (Class III) and Drinking Water Distribution System Certificate (Class II)
- If position is posted at a lower-level classification than the Town's system, minimum of posted position classification; and the incumbent must be willing and able to successfully achieve the above qualification within an agreed upon time frame.
- Demonstrated knowledge of the work.
- Preference will be given to candidates with post-secondary education, 3 to 5 years related experience, computer experience and proficient with the Microsoft Office Suite of software.
- Preference will be given to individuals with superior interpersonal, communication, and attention to detail skills.
- Ability to organize and complete work assignments with a minimum of supervision.

**Effort:**

- Work demands concentration for short to moderate periods on a daily basis. Interruptions are occasional for short periods. Critical demands are for the most part rare to occasional.
- Physical demands occur regularly for short periods such as scheduled maintenance tasks which may include restocking chemical feeders, removal of high and low lift distribution pumps, scrubbing of clear wells, adding filter media to the 4 sand filters, and using chain falls to pull high or low lift pumps and replacement of valves.
- Works rotating shifts including holidays and weekends. Out of town travel may include one or two training courses per year. May be required to work overtime up to 20% of normal working hours.

**Working Conditions:**

- Required to work an 8-hour shift with occasional out of town travel required for courses and workshops. Must be prepared to work week-end shifts on a rotational basis as per the collective agreement.
- May be required to work overtime up to 20% of normal working hours.
- Exposure to work related hazards is occasional.
- All indoor work is performed in semi-privacy shared workspace or adjacent to noisy areas.
- Up to 20% of the average workday requires exposure to outdoor conditions when traveling to other sites for testing. Exposure occurs once or twice per day for short periods of time.
- There will be a level of cooperation among all three operators where the rotational schedule will be adjusted for training, vacation, and emergency leave.