

Job Title:	Water / Wastewater System Operator	Department:	Richmond Public Works
Reports to:	Director of Public Works/Municipal Engineer		
Salary Class:	Level 5	Position Type:	Full Time

Job Description

ROLE AND RESPONSIBILITIES

THE POSITION OF WATER / WASTEWATER SYSTEM OPERATOR, UNDER THE GUIDANCE AND DIRECTION OF THE OPERATOR DIRECT RESPONSIBLE CHARGE (ODRC), IS RESPONSIBLE FOR OPERATION AND MAINTENANCE OF AND CO-ORDINATION AND SUPERVISION OF REPAIRS TO WATER AND WASTEWATER TREATMENT PLANTS, WASTEWATER PUMPING STATIONS, WATER STORAGE TANKS, WELL-FIELDS AND ASSOCIATED COMPONENTS FOR THE DESIGNATED AREA OF SERVICE.

SPECIFIC DUTIES INCLUDE:

- Operation and maintenance of water and wastewater treatment plants, wastewater lift stations and water pumping facilities including well-fields, in accordance with operating approvals and federal and provincial regulatory requirements. This includes, but is not limited to, the following:
 - Daily monitoring and assessment of treatment system performance;
 - Checks and detailed inspections of individual treatment system components for proper operation;
 - Collection and preparation of samples for water / wastewater quality testing;
 - Making required daily changes to treatment processes to achieve treatment targets;
 - Completing daily logs for systems and inputting data into municipality’s data management system in a timely manner;
 - Assisting with preparation of reports for federal and provincial agencies;
 - Monitoring and maintenance of treatment chemicals to ensure proper operation;
 - Preparation of reports as required by the Director including, but not limited to, treatment results, flows, maintenance, repairs, etc.;
 - Attendance of regular meetings with the Director to discuss treatment results, capacity, maintenance, repairs, etc.;
 - Attendance of training courses for attainment of Provincial certification and others suggested by the Director;
 - Keeping technical knowledge current through periodic review of operation and maintenance manuals, technical journals, attendance of seminars, discussions with other Operators in the province etc., as time permits;
 - General housekeeping and cleanup of facilities to keep working areas and machinery in proper working order and aesthetically pleasing;
 - Maintaining inventory of chemicals and/or materials to ensure chemicals and materials are ordered and delivered in a timely fashion;
 - Keeping record of any repairs or changes to the systems in a format acceptable to the Director;
 - Performing preventative maintenance on equipment to ensure reliable long term performance;
 - Notifying the Director of any existing or potential problems with equipment for which the Operator is responsible;
 - Notifying the Director of any suggested improvements to the equipment, treatment processes, work procedures or any other aspects under the Operator’s responsibility;
 - Carrying out all of the above while ensuring safe work practices are adhered to.

- Daily operation and maintenance of water distribution system components including water mains, water storage tanks and associated components. This includes, but is not limited to, the following:
 - Carrying out periodic inspections of water main valves;
 - Coordinating the flushing of water mains;

- Daily operation and maintenance of wastewater collection system components including wastewater pumping stations and main line sewers. This includes, but is not limited to, the following:
 - Carrying out periodic inspections of sewer manholes;
 - Coordinating the flushing of main line sewers;
 - Periodic checks on the proper operation of wastewater pumping stations;

- Maintenance of municipal on-site sewage disposal systems installed as part of the Municipality's Wastewater Management Project. This includes, but is not limited to, the following:
 - Carrying out bi-annual inspection/maintenance of systems;
 - Coordinating pump-out of septic tanks as required;
 - Investigating trouble calls related to systems;

- Coordination and supervision of necessary repairs to water and wastewater treatment plants, wastewater lift stations and water pumping facilities including well-fields in consultation with the Director and ODRC. This includes, but is not limited to, the following:
 - Troubleshooting of equipment failures in consultation with the Director and ODRC to determine the best and least costly repair method;
 - Planning the work including sourcing of necessary material and arranging for external resources where required in consultation with the Director and ODRC;
 - Scheduling the repair in cooperation with the Director;

- Support / Assist with necessary repairs to water distribution and wastewater collection infrastructure in consultation with Lead Field Hand as required. This includes, but is not limited to, the following:
 - Installation/repair of water/sewer mains and laterals;
 - Installation/repair of new water/sewer services;
 - Installation/repair of manholes and catch basins;
 - Installation/maintenance of fire hydrants;
 - Repair of sewage lift stations;

- Any other duties which the Municipality may require from time to time.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

CERTIFIED WATER TREATMENT SYSTEM OPERATOR – LEVEL I

CERTIFIED WATER DISTRIBUTION SYSTEM OPERATOR – LEVEL I

CERTIFIED WASTEWATER TREATMENT SYSTEM OPERATOR – LEVEL I

CERTIFIED WASTEWATER COLLECTION SYSTEM OPERATOR – LEVEL I

PREFERRED SKILLS

COMPREHENSIVE KNOWLEDGE OF OPERATION OF WATER TREATMENT AND DISTRIBUTION FACILITIES

COMPREHENSIVE KNOWLEDGE OF OPERATION OF WASTEWATER TREATMENT AND COLLECTION FACILITIES

BASIC COMPUTER LITERACY

INFORMATION/RECORDS ADMINISTRATION

HEALTH AND SAFETY AWARENESS

ACCOUNTABILITY

DEPENDABILITY

CONTINUOUS LEARNING

PUBLIC/CLIENT RELATIONS

Reviewed By:	CAO	Date:	Click here to enter a date.
Approved By:	Click here to enter text.	Date:	Click here to enter a date.
Last Updated By:	Chris Boudreau	Date/Time:	January 23, 2025