



**OPERATIONS DEPARTMENT
Utilities Section**

Utilities Operator Water Treatment Plant

Position Summary:

Under the direction of the Supervisor of the Water Treatment Plant, the Utilities Operator will perform routine laboratory analyses, tests and collect chemical and bacteriological samples, to aid in operating and maintaining water and conveyance systems including related buildings and equipment.

Qualifications:

- Must have a minimum of Grade 12 with Grade 12 Mathematics;
- Must possess at minimum a MOECC Operator-In-Training in Water Treatment (WT)
- A minimum of one (1) year experience in a MOE certified classification system will be considered an asset

This position requires a candidate who is responsible; detail oriented, and has the ability to work with minimal supervision. The successful candidate will have computer knowledge, strong record keeping skills and problem solving abilities.

Hours of work:

2080 annually (40 hours a week) including weekends and holidays with occasional overtime

Salary Range (2016 rates)

- \$21.84 Utilities Operator in Training
- \$25.71 Utilities Operator Class 1
- \$26.61 Utilities Operator Class 2
- \$28.96 Utilities Operator Class 3
including a complete benefit package

Applicants are invited to submit in confidence a detailed cover letter and resume by 4:00 by Friday, May 26th, 2017.

Ms. Cindy Van Loan
Human Resources Coordinator

City of Pembroke
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We thank all candidates for their interest, however, only those selected for an interview will be contacted. No inquiries please.

The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act, RSO 2001*, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes.

**CITY OF PEMBROKE
JOB DESCRIPTION**

TITLE:	Operator-In-Training
DEPARTMENT:	Operations
SECTION:	Utilities
REPORTS TO:	Supervisor of Pollution Control Centre or Supervisor of Water Treatment Plant

GENERAL:

1. Possess and maintain a “DZ” Ontario Driver’s Licence.
2. Observe all Health & Safety Regulations
3. Practice good public relations at all times.
4. Be physically fit, alert and capable of following instructions with supervision; and
5. Have good communication skills.

EDUCATION & EXPERIENCE:

1. Must have a minimum of Grade 12 with Grade 12 Mathematics;
2. Must possess MOECC Operator-In-Training in Wastewater Treatment (WWT) or Water Treatment (WT) certificate.

KNOWLEDGE, SKILLS, ABILITIES AND JUDGEMENT:

1. Be capable of carrying out assigned duties with a minimum of supervision and with a high sense of responsibility;

2. Must have experience or trainability in mechanics and electricity;
3. Strong administration and record keeping skills;
4. Willing to progress through continuing education and formal training;
5. Maintain harmonious relationships; and
6. Basic computer skills.

DUTIES:

1. Operate and maintain water and wastewater systems, conveyance systems including related buildings and equipment; in accordance with all relevant legislation, regulations, policies and procedures.
2. Under the supervision of a certified operator to perform routine laboratory analyses and tests and collect chemical and bacteriological samples;
3. Work rotating shift and take standby as necessary;
4. Under the supervision of a certified operator to set operational parameter or process that controls the effectiveness of efficiency of the facility;
5. Operate the processes in a safe and efficient manner; in accordance with all relevant legislation, regulations, policies and procedures.
6. Ensure proper monitoring inspections, evaluations and adjustments are properly recorded;
7. Manual labor; and
8. Carry out other related duties as assigned.