

## City of Pembroke

### Utilities Operator (Student) Job Summary

Operations Department - Water and Sewer (Distribution and Collection)

Reporting to the Supervisor of Collection and Distribution

Rate of Pay - Ontario Minimum Wage

### Education, Skills, Abilities:

1. Sixteen (16) years of age;
2. Must display effective interpersonal, communication and customer service skills,
3. Proficient in the use of computer applications including Microsoft Word, Excel, Outlook, Access and GIS applications;
4. Self-motivated, detail oriented and able to work with minimal supervision;
5. Driver's Licence in good standing with access to a reliable vehicle;
6. Post-secondary students in agriculture, engineering or environmental studies may be given preference.

### Responsibility:

Under the direction of the Supervisor, you will assist with the GIS mapping; locating and recording components of the water distribution system and pinpointing on computer map. You will also assist with general maintenance of outdoor facilities

### Duties

1. Locate and record locations of valves, hydrants, piping, manholes, and catch basins;
2. Take field note information and complete diary on a daily basis;
3. Organize, compile, compute and record a variety of data required by the sections;
4. Respond to public inquiries in a courteous manner, tact and diplomacy within the scope of knowledge;
5. Assist Operators with system operations and manual labour, including painting, grass cutting, cleaning, etc.; and
6. Carry out other related duties as assigned.

### Hours of Work:

Forty (40) hours per week, Monday to Friday 7:30 AM to 3:30 PM, with the understanding evenings and/or weekends may be involved during special events or peak periods.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

As a condition of employment, candidates must maintain a valid Ontario driver's licence in good standing and will also be required to sign a Confidentiality Agreement. Candidate must supply their own personal CSA approved steel-toed work boots and work clothes.