



## CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

### Water Treatment Plant Operator

**Department:** Public Works  
**Program:** Water  
**Reports To:** Water Treatment Plant Supervisor  
**Term of Employment:** Full-time permanent  
**Hours of Work:** 40 hours per week

#### **JOB PURPOSE**

The Water Treatment Plant Operator or Trainee works alongside Operators. This role assists with connections and repairs, sampling and testing, documenting, inventory and completing training as assigned and required. In addition, general duties and requirements of the Maintenance Management System (MMS) and Maintenance of Critical Assets (MoCA).

#### **KEY DUTIES AND ACCOUNTABILITIES**

- Implement and maintain records pertaining to the maintenance management system as developed for the assets under the care and control of the Program
- Relay required and completed information forms to the maintenance management systems coordinator and data clerk on a weekly schedule
- Successful complete additional training and directed by supervisor
- Perform daily implementation of the maintenance management system for all assigned water treatment facilities, water distribution assets within the Program
- Assist and perform servicing requirements for water connections, repairs and or alterations as directed by Operators
- Assist in drinking water sampling program by collecting and submitting process water samples as directed, perform standard analytical tests and or assisting the laboratory technician as required
- Document including laboratory test results by hard copy and electronically
- Assist in and perform monitoring inspections visually by taking and recording readings relevant to the systems effective operation, to include process control equipment, chart recordings and monitor equipment readings and abide by the guideline for the "Water Sampling Protocol".
- Report and record all performed activities at the assigned asset in the on site daily journal and as required on daily activity reports, as relates to the M.M.S. and M.o.C.A. program.
- Assist in the inventory and ordering of required maintenance and service supplies needed within the department and water facility.
- Assist as needed, the external organizations and or contracted service organizations for service related to specialized equipment operation and maintenance, ie, Generator Service, Computer programs.

#### **REQUIREMENTS**

##### **Education and Experience:**

- Ontario Secondary School Diploma or equivalent

- Certified Water and or Water Distribution Operator Licenses OR Operator in Training OR ability to achieve OIT within specified time
- Experience in building construction/maintenance or related trade
- Experience or proven knowledge and understanding of First Nation communities

**Knowledge, Skills & Abilities:**

- Knowledge of operation and maintenance of water treatment plants and infrastructure
- Understanding of Health and Safety and legislation as it pertains to Water Treatment
- Effective written and communication skills for documentation and customer service
- Experience with Microsoft Office software
- Basic math skills
- Understanding the importance and ability to take all reasonable and necessary precautions to ensure personal safety and health as well as that of fellow workers

**Designations, Licences & Requirements:**

- Valid Ontario Driver’s Licence and access to reliable vehicle
- Recent acceptable Criminal Record Check
- Operator in Training and Level 1 to be obtained in a specified timeframe

**PROBLEM SOLVING & COMMUNICATION**

- Effective written and communication skills for documentation and customer service
- Basic math and mechanical aptitude for solving problems quickly

**DECISION MAKING & IMPACT**

- Lack of attention and or errors in carrying out duties could result in financial loss, harm to health and safety and lack of confidence of community

**STAFF REPORTS**

- No direct reports, but may require to show others how to perform tasks

**WORKING CONDITIONS**

1. **Physical Demands** - The Water Treatment Plant Operator has a physically strenuous and demanding job. The Operator will be lifting, pulling and managing equipment and objects. The Operator will work in all weather conditions and must be prepared for both extreme heat and cold. As the Operator is handling potentially dangerous materials, the Operator must ensure that all activities are completed in a safe and efficient way to eliminate the possibility of contamination and infection of themselves or others.
2. **Environmental Conditions** - The Water Treatment Plant Operator must work outside in all different weather conditions including extreme cold and extreme heat. The Operator is constantly exposed to unpleasant sights and smells. The Operator may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

- 3. **Sensory Demands** - The Water Treatment Plant Operator is constantly exposed to unpleasant sights and smells. The Operator may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.
- 4. **Mental Demands** - The Water Treatment Plant Operator must work independently and is expected to maintain a schedule of delivery, collection and disposal. Any problems or inconveniences may result in increased stress to complete tasks in a limited time. Stress is caused by the requirement to supervise and direct others. The Operator must be sensitive to the culture of employees and residents.

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

I hereby acknowledge and agree to comply with the above description necessary to fill the position.

\_\_\_\_\_  
**Employee Name**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Name**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**