

Job Description

Utility Operator I

POSITION SYNOPSIS AND PURPOSE

(A position overview and how it aligns with corporate strategies)



Reporting to the Utility Supervisor, Utility Operator I is responsible for applying NSECC-certified skills and abilities in the maintenance and operation of Municipal water and wastewater facilities and equipment including manual labour, compliance and operational sample collection, testing and evaluation

Utility I includes operating light vehicles (<4500kg GVWR) and specialized tools or equipment.

MAJOR RESPONSIBILITIES

(Position activities and allocation of time spent doing each activity)



Description	Approximate Time Spent (%)
Quality Monitoring - Regular collecting, testing and analysis of water samples to ensure regulatory compliance - Recording of sample results - Comparing analytical results by interpretation to process objectives to identify and cause implementation of system processes	20%
Operation and Maintenance - Applying relevant manuals and documents to treatment, distribution and collection systems to ensure effective operation and satisfactory process - Utilizing hand-held implements and tools in the preventative maintenance and/ or repair of treatment equipment such as (not limited to) pumps, valves, etc. - Completing and recording maintenance activities - Sourcing and procuring replacement or shelf parts for system redundancy	60%
Personal Development Maintaining required certificates or expertise by making requests to the Supervisor for training	10%
Other	

Description	Approximate Time Spent (%)
• Completing hazard assessments with work groups • Providing work records or completing equipment inspections as required	10%

***Note:** All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

MINIMUM QUALIFICATIONS

(Must Have)



Education (degree/diploma/certifications):

- High school diploma or equivalent
- Class 5 NS Drivers License
- NSECC certificate in Wastewater Treatment I, Wastewater Collection I, Water Treatment I, Water Distribution I or Individual possessing OIT working toward a NSECC certificate which must be achieved within one year of the OIT.
- Post-secondary education in the area of civil engineering construction or relevant field, water distribution and wastewater collection training would be considered an asset.
- Additional compulsory training will be required and provided by the employer

Experience:

- 3 years experience in construction or process-related field
- Work in a municipal environment as an asset

Knowledge/Skill/Ability:

- Able to work independently or in a group environment to accomplish time-sensitive critical tasks in a demanding environment
- Able to safely, efficiently and satisfactorily operate specialized tools and equipment
- Able to apply critical thinking skills to observe, diagnose and make repairs or modifications
- Strong problem-solving ability, environmental awareness
- Strong understanding of municipal infrastructure



Contacts and Nature of Interactions

Frequency Legend			
Constant – every day for most of the day	Occasional – bi-weekly to monthly		
Frequent – daily	Rare – once in a while		
Regular – weekly			
Contact (Title)	Internal / External	Frequency	Nature of Interaction
Departmental Employees	Internal	Regular	Interdependent tasks
Management	Internal	Regular	Oversight and review of operation
Vendors	External	Frequent	Purchasing parts, tools or equipment
Regulator	External	Rare	Compliance or assurance
Public	External	Regular	Service provision, complaints

Interactions with contacts are generally courteous and collaborative, although occasional exposure to rudeness or conflict may occur.

Work Demands

This position spends approximately:

- 25% of the time indoors
- 50% of the time outdoors
- 25% of the time driving a vehicle during work

Physical effort:

- Able to spend extended periods of time walking, standing or crouching while carrying, lifting or applying other motor skills
- Able to transport objects or equipment up to 25kg on/off vehicles, up/down stairs safely
- Able to recognize and identify objects or surfaces at a distance

Mental effort:

- Able to complete tasks in a noisy environment while applying established protocols on time
- Able to spend extended periods of time focused on monotonous processes
- Able to effectively express or exchange ideas and reasoning with employees
- Able to adapt well in the face of workplace stressors such as difficult public members, competing priorities or complex time-sensitive emergencies
- Able to understand direction and adhere to workplace protocol
- Able to effectively and efficiently apply logic to make sound decisions

Hours of work:

- As per the Collective Bargaining Agreement

Work Location:

- ☒ On-site (100% of work performed on-site)
- ☐ Hybrid (Combination of on-site and remote work)
- ☐ Mostly Remote (Most time spent working remotely with limited time spent in the office)

Note: Mostly remote positions are required to attend regularly scheduled team meetings, training, and collaboration opportunities on-site. Appropriate notice will be provided.

**Independent Decision Making:**

- Customer service decisions in responding to public comments and inquiries
- Diagnosing and effecting repairs to infrastructure or equipment

Financials and Budget:

- Makes recommendations to Utility Supervisor for purchases

Confidential Information:

- This position has moderate access to sensitive or confidential information

Creativity and Ingenuity:

- n/a

Leadership, Supervision and Functional Advice**Employees this role manages or supervises:**

- This position does not manage or supervise any employees

Functional advice this role may provide and to whom it is provided:

- Provides technical advice related to construction

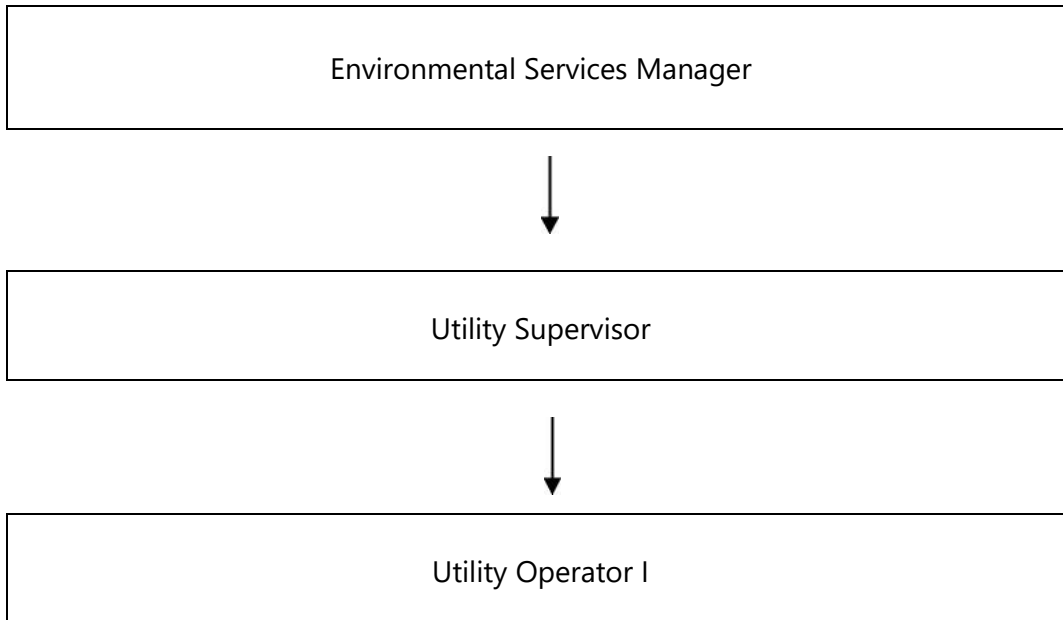
POSITION CLASSIFICATION
(Where this position fits)



Position Title: Utility Operator I	Division: Environmental Services
Department: Infrastructure	Classification: Utility Operator I
Positions Supervised Directly: none	Reports to (Direct): Utility Supervisor
Salary Grade: As per the Collective Bargaining Agreement	Positions Supervised Indirectly: none
Hours per week: As per the Collective Bargaining Agreement	Work Location: Public Works Garage 142 Hank Snow Drive
Effective Date: January 17, 2025	Revision Date:

Organizational Chart

The reporting relationship of this position to others within the immediate department.



APPROVAL

Once the job description has been completed, ensure the Department Head or CAO has reviewed the document, discussed any points and/or comments that have arisen, and made changes accordingly.

Forward the final version, with all applicable signatures, to Human Resources.

Manager Approval: _____ **Date:** _____

Department Head or CAO Approval: _____ **Date:** _____

Human Resources Approval: _____ **Date:** _____