WATER AND WASTEWATER OPERATOR (in training)
JOB DESCRIPTION

Reports to:
Superintendent of Public Works

Nature of Position:

- Full Time Permanent; unionized (Town of Pictou/Canadian Union of Public Employees Local 281 Collective Agreement)
- 40 hours/week; normally 7:30 am to 3:30 pm Monday to Thursday and 6:00am to 2:00 pm on Fridays

Main Duties:

Wastewater
- Daily SCADA monitoring and adjustments
- Sampling per operating permit
- Operational repairs and maintenance, e.g. pressing, small repairs, plant and lift station monitoring
- Respond to certain alarms
- Other related duties as assigned

Water
- SCADA monitoring and adjustments
- Weekly, quarterly and annual water sampling
- Operational repairs and maintenance, e.g. returning wells to service, small repairs, equipment calibration and maintenance, turbidity analyzer
- Water main and fire hydrant flushing
- Water shutoffs
- Meter reading and installations/removals
- Distribution system maintenance
- Respond to certain alarms
- Other related duties as assigned

Other
- Other public works duties, e.g. snow removal, equipment operator or labour duties.
- The above described duties will account for the majority of regular hours and are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Training and Support:

The Town is offering two approaches with respect to certification. First, the employee can decide to take the NSE Level 1 exams as soon as scheduled after passing the OIT exam. Level 2 exams can then be taken after Level 1 operator certification is acquired. Becoming certified depends on passing the NSE exams and the amount of job experience, education and/or continuing education units that NSE requires and/or recognizes from the employee’s background.
The second approach involves participation in correspondence training through California State University, Sacramento – Office of Water Programs. Generally speaking these courses are designed to prepare candidates for writing NSE examinations. More information on these correspondence courses can be found at [www.owp.csus.edu](http://www.owp.csus.edu). The Town will require the employee to execute a training plan per section 14.06 the Collective Agreement.

**Conditions of Employment:**

- Because the water and wastewater functions are licensed by Nova Scotia Environment (NSE), the employee must attain current level 2 wastewater treatment & collection and level 2 water treatment & distribution in a timeframe that is acceptable to the Town. Certification requires passing the exams and logging the required amount of on-the-job experience.
- The employee must pass the NSE Operator in Training (OIT) exam on/or before January 31, 2017. The Town will arrange and pay for the exam. More information about the OIT exam can be found at [www.gov.ns.ca/nse/water.operator.certification](http://www.gov.ns.ca/nse/water.operator.certification).
- Regardless of the approach the employee chooses towards NSE examinations, the Town requires the candidate to:
  - Pass the NSE level 1 drinking water treatment and distribution exams on/or before April 5, 2017.
  - Become certified (log hours) as a level 1 operator for water treatment and distribution on/or before October 31, 2017.
  - Pass related NSE exams and become a certified NSE level 1 wastewater treatment and collection operator on/or before October 31, 2017.
  - Pass NSE level 2 drinking water treatment & distribution and wastewater treatment & collection exams on/or before October 31, 2018.
  - Become a certified level 2 water (treatment & distribution) and wastewater (treatment & collection) operator by October 31, 2018.
  - Dates may be updated based on NSE Exam Schedule or input.

**Qualifications:**

- Grade 12 minimum or equivalent education
- Mechanical aptitude, including plumbing or pipefitting
- Currently hold or be willing to acquire Class 3 driver’s license with air endorsement by December 31, 2016

**Compensation:**

- In accordance with the Canadian Union of Public Employees/Town of Pictou Local 281 Collective Agreement

**Working Conditions:**

- May be exposed to dust, hazardous chemicals and high levels of noise
- Potential dangers involved with mechanical work and repair
- May be required to work in hazardous environments requiring protective equipment, i.e. without limitation trenches and confined areas
- May be required to work alone at times
- Required to work overtime, shift, and/or on call duties