



Utility Operator Job Description

Department	Community Services
Reports To	Manager of Utility Services
Job Description Approval Date	January 6, 2022

POSITION SUMMARY:

Under the direction of the Manager of Utility Services, the Utility Operator is responsible for the day-to-day operations of the utility systems under the care and control of Lacombe County in accordance with federal regulations, provincial and municipal legislation, guidelines, standards and codes. This includes identifying and safely carrying out the work necessary for the proper inspection, maintenance, operation, monitoring and reporting of the water treatment and water distribution systems, wastewater treatment and collection systems.

KEY DUTIES AND RESPONSIBILITIES:

1. In accordance with applicable water and wastewater regulations and legislation, County policies and practices, and OH&S requirements, ensure quality control and standard method practices are being utilized in order to confirm the production and distribution of safe drinking water and environmentally acceptable wastewater effluent.
2. Ensure federal and provincial required documentation, records and data are kept up-to-date. Submit required reports in a timely manner to the appropriate agency.
3. In accordance with the manufacturer's specifications, operate, inspect, exercise and service water and wastewater equipment which includes, but is not limited to, engines, motors, pumps, hydrants, valves, meters, etc.
4. Be proactive in the handling of water and wastewater chemicals in accordance with safety data sheets (SDS) and other related safety documentation.
5. Perform required sampling, testing and calculations of water and sewer systems to help ensure compliance with provincial standards is met.
6. Perform all service, reading and installation of water meters and report discrepancies, damage, or deficiencies to Manager in a timely manner.

7. Coordinate with Finance to deliver customer notices and perform water disconnections in a timely manner.
8. Perform, document and submit Alberta One Call water and wastewater locates as required. Present a positive image of the County when meeting agencies, contractors, and homeowners.
9. Perform daily site surveys of County owned or maintained facilities which may include: pumphouses, lift stations, transmission buildings, lagoons, etc. Clean and perform maintenance as required.
10. Perform right-of-way inspections for County owned and maintained utilities. Provide a consistent presence while inspecting for damage, leaks, unauthorized construction, and theft.
11. Tactfully and promptly respond to and/or refer public inquiries, complaints and concerns to the appropriate department and Supervisor.
12. Complete and document routine testing of the emergency telemetry, back-up systems, generators, drive motors, etc. located at County owned or maintained systems according to federal and provincial best practices and Manufacturer's specifications.
13. Perform daily onsite and remote monitoring, maintenance, and documentation of all system equipment.
14. Complete daily log documents for County owned or maintained systems. Tally monthly site logs and submit annual water and wastewater reports to Alberta Environment.
15. Provide contractors with access to County owned or maintained systems and conduct inspections of their completed work. Report status of completed work to Manager or designate.
16. Provide back up support to other County departments when called upon by Manager or designate.
17. Provide emergency back up support to other municipalities and partners when called upon by Manager or designate.
18. Be fit and ready to respond to on-call emergencies and duties as assigned when scheduled as water and wastewater are considered to be essential services.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Develop and maintain a good knowledge of the County's operations and personnel.
2. Maintain the confidentiality of all records in the office and only release information in accordance with County policy and applicable legislation.
3. Maintain effective public relations with other County employees, ratepayers and the general public and present a positive image of the County.
4. With the approval of the Manager of Utility Services and at the expense of the County, attend seminars, workshops and courses with the objective of improving knowledge and competencies related to performing assigned job duties.
5. Maintain knowledge of all acts, regulations, and other legislation affecting the operation of the Utilities section.
6. Participate in workplace safety initiatives and meetings as required. Report to work fit for duty.
7. Such other duties and responsibilities as may be assigned from time to time.

QUALIFICATIONS:

1. Hold and maintain a current Level I Alberta Environment Certification in Water Treatment, Water Distribution, Wastewater Treatment and Wastewater Collection;
2. Minimum three years' experience in utility work or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job;
3. Able to read, interpret and follow blueprints, drawings and schematics;
4. Hold and maintain, or be working towards, attaining Level II Alberta Environment Certification in Water Treatment, Water Distribution, Wastewater Treatment and Wastewater Collection;
5. Possess and maintain a valid Alberta class 5 driver's license;
6. Proficient in Microsoft Office Applications (Outlook, Word and Excel);
7. Able to communicate effectively with the public, supervisors and other staff to foster positive work relationships;

8. Able to work outdoors at various location sites in all weather conditions and on different types of terrain;
9. Able to perform physical work involving bending, twisting, lifting and moving of light or heavy objects (typically up to approximately 40lbs. and occasionally up to 75 lbs.);
10. Able to take initiative and make safe judgements while working with minimal supervision;
11. Able to follow and demonstrate a commitment to Lacombe County safety standards and procedures;
12. Able to participate in the on-call rotation and respond to emergency callouts.

WORK ENVIRONMENT AND PHYSICAL CHARACTERISTICS:

This position works primarily outside and is subject to outside environment conditions on a regular basis including moving vehicles, around operating equipment and electrical equipment, walking on slippery and uneven surfaces, and noise. The employee will be exposed to changing environmental conditions including hot, cold, dry, dusty, smoky and/or wet conditions. The employee may also be exposed to various wildlife and insects (including bees). This position may perform extensive driving throughout Lacombe County and surrounding areas on a daily basis.

This position is physically demanding. The employee is required to stand for extended periods of time, bend, twist, kneel, crouch, stoop, reach and exert up to 40 pounds of force (on an occasional basis 75 pounds) to lift, carry, push, pull or otherwise move objects.

Water and wastewater are essential services and will require the employee to work occasional additional overtime, some weekends and some holidays, in all weather conditions.