

**Job Posting #: 2023-15**

**Job Title: Environmental Services Operator/OIT (Level 1)**

Department: Operations

Reports To: Foreperson, Environmental Services

Directly Supervises: None

Status: Full-time, Permanent

Hours per Week: 40

Salary: \$54,263.00 - \$65,957.00

**Application Due Date: Open until filled.**

### Position Summary

This position is responsible for the day-to-day general operation and maintenance of the Meaford Wastewater Treatment Plant, pump stations and collection system, the Meaford Water Treatment Plant, Meaford and Leith Water Distribution Systems, and three rural Community Halls in compliance with applicable Ontario Regulations. On-call responsibility on a weekly rotation of 24/7 for response to alarms for the preceding systems for both wastewater and water when appropriately qualified.

### Role Specific Duties and Responsibilities

#### Water Treatment Plant:

1. Monitor and maintain the Supervisory Control and Data Acquisition (SCADA) System to ensure that all data is current and secure.
2. Control and optimize the water treatment and supply processes through visual inspection and by monitoring of the SCADA system and reviewing daily reports for the Water Treatment facility.
3. Identify problems and perform process adjustments to ensure regulated water quality is met.
4. Obtain samples, perform inspections, calibrations and maintenance of water treatment equipment including online turbidity analyzers and coagulant pumps to assist in the water filtration.
5. Maintenance and repairs to the chlorine gas system to provide primary water disinfection. This includes chlorinators with booster pump, pipe and injectors, online chlorine analyzers, chlorine gas scrubber with alarm and de-chlorination pumps.
6. Maintenance, calibration and repair of UV reactors to provide secondary disinfection.
7. Maintenance, repairs or replacement as necessary of centrifugal pumps, valves, actuators and flow meters to provide water from source through the Water Treatment Plant and into the distribution system.
8. Maintenance and repairs to the Backwash and Waste Water System that includes pumps, valves, surge tank and clarifier.

9. Responsible to log all entries for water treatment process changes, planned and un-planned maintenance completed, calibrations made, water sample chain of custody's and personal work log.

#### **Water Distribution Systems:**

10. Obtaining raw treated and distribution water samples from various points of the two distribution systems and three Community Halls and visual/meter analysis of pH, temperature, colour, turbidity and chlorine.
11. Prepare samples and ship to the approved laboratory to be analyzed for physical, chemical and biological parameters.
12. Complete annual fire hydrant flushing of both Meaford and Leith distribution systems to ensure water quality, adequate chlorine residual and acceptable turbidity levels are maintained.
13. Maintenance and repairs of in-ground and elevated reservoirs, booster pumping stations re-chlorination station, air relief chambers and pressure regulating valve chambers.
14. Performing repairs and replacement of water mains, fire hydrants and valves under pressure while maintaining positive pressure in system to ensure water quality.
15. Installation and maintenance of flushing stations and new water services, piping and valves. Live tapping of water mains for service laterals.
16. Installation and maintenance of water meters including reading water meters for billing.
17. Delivery of water service disconnection notices to customers for non-payment and further disconnecting delinquent customers.
18. Assist with infrastructure repairs with third party contractors
19. Operate Valve turning trailer with GPS to perform maintenance on waterman valves and catalogue infrastructure for Asset Management.
20. Responsible to log all entries in station log books and maintenance binders.

#### **Wastewater Treatment Plant:**

21. Collect representative wastewater plant samples and perform laboratory tests for suspended solids, BOD, settling, phosphorous, temperature, DO, and other sample collection and tests to make process control changes according to Ministry of Environment (MOE) Regulations.
22. Maintain plant records including daily operating logs, plant log book, chemical and lab inventories and data logging (trending & graphs), collection of information to be used to complete necessary reports.

23. Responsible to log all entries for wastewater treatment process changes, planned and un-planned maintenance completed, calibrations made, wastewater sample chain of custody's and personal work log.
24. Start up and shut down of facilities' equipment: filters, pumps, generators, and related equipment.
25. Adhere to MOE Regulations pertaining to the operation of the wastewater treatment facilities with the ability to assess, act promptly and correctly with situations (i.e. adverse samples).
26. Perform routine maintenance such as lubrication, cleaning & painting.
27. Handle chemicals (process & lab) taking care to observe and handle as outlined on Safety Data Sheets (SDS).
28. Determine chemical feed rates, flows and plant efficiencies through recognized standard mathematical calculations.
29. Wastewater Collection:
30. Assist with duties in the day-to-day operation of the Meaford Wastewater Collection System.
31. Assist with infrastructure repairs to clear sanitary sewer main line blockages with high pressure nozzles and vacuum unit.
32. Clear service blockages with hand rods and power auger that occur inside customers' homes and businesses.
33. CCTV inspections of sanitary service laterals to locate blockages and determine if it is a Municipal or private issue.
34. Maintenance in sanitary sewer maintenance chambers.
35. Repairs and or replacement of sanitary sewer mains and laterals while maintaining flow to reduce the risk of damage to public and private property from surcharge.
36. Responsible to log all entries in station log books and maintenance binders.
37. Other:
38. Maintain effective and co-operative liaisons regarding the exchange of personal information in a courteous, friendly and efficient manner to promote a high standard of public relations.
39. Perform locating for contractors and home owners of the Municipal watermains, water services, sanitary sewer mains, sanitary sewer laterals and municipally owned street lighting and hydro lines. Provide mapping or create diagrams for infrastructure location, Ontario One-Call.
40. Complete or assist with the Centre Street Landfill Monitoring, sampling and gas monitoring and associated paperwork.
41. Perform inspections of equipment and report issues or malfunctions to the Foreperson or ORO.

42. Complete or assist with routine maintenance of vehicles, equipment and as directed assist operational maintenance staff with larger maintenance and repair tasks.
43. Inspect, maintain, repair and clean buildings, work areas and facilities and report unsafe working conditions.
44. Operate equipment and power/hand tools such as jumping jack, cut off saw, hydraulic saw/jack hammer, grinders, and portable water pumps. Operate or assist with specialized equipment such as vactor truck, valve turning trailer, meter reading unit, gas metering device, sewer auger, sewer camera, radio detection pipe locator, magnetic pin locator and leak detection devices.
45. Handle chemicals gas and liquid chlorine, Sodium Hydroxide, Sulfuric Acid, PAX-XL1900 Vita-D-Chlor) taking care to observe and handle as outlined on Safety Data Sheets (SDS)
46. Work in compliance with the Occupational Health and Safety Act, WHMIS, MOECC, SDWA, DWQMS and all applicable legislation, regulations, statutes, and municipal policies/procedures/practices and operational guidelines, and perform safe work practices.
47. Participate in the review process of Emergency Response Guidelines, Standard Operating Guidelines and DWQMS Risk Assessment.
48. Communicate effectively with fellow Operators, Foreperson / ORO, as well as outside contractors on the technical level expected.

#### General Duties and Accountabilities (All Municipal Roles)

1. Provide and maintain a high degree of confidentiality and security of information at all times.
2. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as may be assigned in accordance with department and corporate objectives.

#### Required Certifications and/or Health and Safety Requirements

4. Operator in Training (OIT) Certificate considered an asset. Ontario Association of Certified Engineering Technicians & Technologists (OACETT) designation or eligibility to receive designation preferred.
5. Willingness to obtain MOE System Operator Certificates in: Water Treatment, Waster Distribution, Wastewater Treatment, and Wastewater Collection.
6. CPR and First Aid Certificates or willing to obtain. Traffic control, confined space, working at heights certification, basic gas chlorination or willing to obtain.

7. Ability to complete and obtain the Water Meter Installation Certification (800A) through Ministry of Training, Colleges & Universities.

### Education, Skills and Experience

8. Engineering Technician/Technologist Diploma preferred.
9. Combination of education and/or experience related to responsibility for water treatment/distribution and wastewater treatment/collection operations.
10. Complete training and attend seminars and courses to satisfy experience requirements as necessary to maintain Water Treatment, Water Distribution, and Wastewater Treatment Plant and Wastewater Collection MOECP Operator Licenses. Attend courses as authorized by ORO.
11. Ability to prepare for and successfully pass MECP Certification exams for license upgrades and to attend seminars, workshops, conferences and courses as required.
12. Thorough working knowledge of Water Treatment and Distribution operations; health and safety, WHMIS, SCBA, relevant Legislation/Statutes/Acts/Regulations; equipment operation and maintenance;
13. Microsoft Windows and Office applications; SCADA computer programs, and office equipment.
14. Excellent communication (written, oral and interpersonal), analytical, problem solving, organizational, public relations, report-writing, time management, team building skills.
15. Possess a Valid Class 'G' Driver's License in good standing.

### Physical Demands and Working Conditions

- Physical demand requires computer work concentration and visual observations for MECP compliance and personal safety on job sites. Physical dexterity and effort required for walking, shoveling, bending and lifting as required.
- Working conditions vary between a standard office environment to conducting onsite inspections, working at heights and in trenches, exposure to inclement weather conditions (cold and heat), mud, dirt, noise; and exposure to public criticism. Occasionally works in confined spaces and open trenches.
- Occasionally works in high stress situations. i.e.: loss of services or damage to property due to watermain breaks, frozen pipes, water service disconnects for nonpayment and sewer backups.
- Normal hours of work are 40 hours per week. Availability or provision for 'on call' response which requires carrying a paging device (24/7 operation) as scheduled, and responding to after-hours alarms involved with the operating system on a rotating, shared basis as well as other emergency calls. When

not on call, available to work outside normal hours to assist with emergency call issues.

- When not on call, available for overtime hours, when necessary. The incumbent must reside in a location not more than 45 minutes driving distance from the Meaford Water & Wastewater Treatment Plants, in order to be able to respond to alarms and other emergency situations.

### Contacts and Interactions

- Communicates and/or liaises with staff, Ministry of Health, Ministry of the Environment, Ministry of Labour (for excavations greater than 1.2 meters), laboratory suppliers, contractors and trades, and the general public.

### Applicant Information

This posting will remain open until filled. Interested qualified applicants are invited to forward their cover letter and resume quoting job #2023-15 directly to the Municipality:

[jobs@meaford.ca](mailto:jobs@meaford.ca)

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact [jobs@meaford.ca](mailto:jobs@meaford.ca).