

Owen Sound

where you *want* to work

Water Distribution Operator
Permanent Full Time
Job Posting #: 2024-12
Closing Date: Open Until Filled

The City of Owen Sound is seeking motivated individuals to fill a Water Distribution Operator role. The principal function of the position is to provide safe drinking water by proper operation and maintenance of the water distribution system. The Operator is accountable to the Water Distribution Superintendent and receives daily direction and instructions from the Water Distribution System Lead Hand.



The successful candidate will have a College Diploma or a combination of Grade 12 Secondary and demonstrated work experience. A Ministry of the Environment Water Distribution Certification is required. A Water Distribution Level 2 certification or higher is preferred. Previous work experience in municipal water distribution system is required.

Skills / Competencies Required:

- Valid DZ Driver's License
- Knowledge of equipment, methods, tools, and materials used in the operation and maintenance of water distribution systems
- Ability to communicate effectively with supervisors, co-workers, contractors, other City employees, and the general public.

- Must be able to interpret work orders, specifications, standards, and instructions, and interpret plan/profile drawings, sketches, and diagrams.
- Knowledge of underground utilities and construction techniques.
- Knowledge of the Owen Sound Water Distribution System is an asset.
- Basic knowledge and ability relating to computer systems and software, including GIS.
- Knowledge of OSHA especially related to confined space standards.
- Internal Candidates must have proven attendance record and satisfactory performance record with the City.

The wage rate for this position depends on the level of certification obtained as follows:

Water & Wastewater Division	
Labourer/Operator in Training	\$26.26
Cert.Level I 90%	\$30.06
Cert.Level II 100%	\$33.35
Cert.Level III 102.5%	\$34.16
Cert.Level IV 105%	\$34.99

The full job description can be found below.

To explore this opportunity further, we invite applicants to forward their resume and cover letter to:

Human Resources Manager
City of Owen Sound
E-mail: hrjobposting@owensound.ca

The City of Owen Sound is proud to be an equal opportunity employer, valuing and respecting diversity. We are committed to inclusive, barrier-free recruitment and selection processes. We will accommodate the needs of qualified applicants under the Human Rights Code and the Accessibility for Ontarians Disabilities Act, in all aspects of the hiring process, upon request. We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will only be used for candidate selection.

Department: Public Works & Engineering **Division:** Water and Wastewater

Job Title: Water Distribution Operator

Employee Group : CUPE 1189-01

Direct Supervisor: Water Distribution Superintendent

Revision Date: August 2022

Position Summary and Scope:

The principal function of this position is to provide safe drinking water by proper operation and maintenance of the water distribution system. The Operator is accountable to the Water Distribution Superintendent and receives daily direction and instructions from the Water Distribution System Lead Hand. The Operator is responsible for work assigned regarding the operation and maintenance of the water distribution system.

Duties and Accountabilities:

Daily

Maintain and operate the water distribution system to ensure proper operation

Install and ensure proper operation and maintenance of fire hydrants, watermains (various sizes), and appurtenances, i.e. valves, pressure regulating valves, water meters, water services

Maintain and operate motorized vehicles and equipment related to water distribution maintenance, i.e. backhoe, dump truck, tapping machine, leak detection equipment, locating equipment

Trouble shoot and repair water leaks in the distribution system

Respond to customer complaints regarding flooding, water service, leaks, low pressure, frozen lines and other related matters

Clear snow, inspect and perform winter maintenance on fire hydrants

Maintain logs and other forms of record-keeping related to distribution activities, also make field drawings and changes to city distribution system drawings, GIS, service cards when changes are made in system or something discovered marked wrong in system

Assist in the performance of routine duties and inspections at various water system sites including reservoirs, pumping stations, Water Treatment Plant, valve chambers

Locate water infrastructure and street lighting, and traffic signals.

Fill out Book 7 Traffic Control Sheet

Obtain Trench Number/Call in Road Closure

Periodic

Bypass or shut down portions of the distribution system during emergencies or planned maintenance

Participate in the standby duty roster on a rotating basis

Obtain regular training and upgrading as per Provincial Regulations

Occasional

Snow clearing of sidewalks and roadways

Other duties as assigned

Employee Health & Safety Responsibilities:

- Carry out work in a safe manner, preventing safety hazards to the incumbent and others;
- Actively participate in all COS safety initiatives and trainings;
- Report all hazards, incidents, accidents, near misses, injury or illness promptly to your superintendent; complete all requested documentation.
- Follow all COS policies and procedures as well as the Occupational Health and Safety Act. (For a detailed description of worker responsibilities see the Occupational Health and Safety Act Part III Section 28.)

Educational Requirements:

College Diploma or Equivalent or Grade 12 Secondary School Diploma and a combination of demonstrated work experience and Ministry of the Environment Water Distribution Certification

Details – Specialty, major etc.:

Ministry of the Environment Water Distribution System Certification

Skills and Competencies at the working level:

Must hold valid Class “D” drivers licence with “Z” endorsement

Knowledge of equipment, methods, tools and materials used in the operation and maintenance of water distribution systems i.e. Tapping machines, Leak Detectors, Locate equipment, Hach Chlorine Pocket Colorimeter.

Ability to communicate effectively with supervisors, co-workers, contractors, other City employees and the general public

Knowledge of underground utilities and construction techniques

Knowledge of the operation of the Owen Sound Water Distribution System (asset)

Be able to work from work orders, specifications, standards, and instructions, and to

interpret plan/profile drawings, sketches and diagrams

Basic knowledge and ability relating to computer systems and software, including GIS.

Experience at the working level:

Previous Work Related Experience (# of years or months):

Five (5) years experience in a water distribution environment.

Positional on-the-job training required (# of weeks or months):

Three (3) to five (5) years to learn fully the specific distribution environment and requirements for the City of Owen Sound.

Working Relationships:

The Water Distribution Operator must maintain good working relationships with Water Section staff, Water Distribution Lead Hand, Water Distribution Superintendent, Public Works staff, Engineering staff, Ministry of the Environment Officials, and the general public.

Independence of Decision Making:

Has established policies & procedures: Yes

Supervisor or lead hand usually available: Yes

Problem solves within clear guidance and/or past practice: Yes

Physical Demands: Length of time/repetitions/weight in average working day.

Computer Use: 0-1 daily

Walking: 2+ hours daily

Standing: 2+ hours daily

Sitting: 2+ hours daily

Lifting: Up to 60lbs (27kg)

Ladder Climbing: Moderate climbing/balancing

Exposure: Regular exposure to unpleasant or hazardous conditions caused by water, noise dust or heavy equipment. Work in outdoor in all weather.

Other: Work in trenches, vaults and manholes. Constant kneeling, stooping and bending.

Working Conditions:

Hours of work: 40 hours per week

Shift length: 8 hours per day

Shift Schedule: Monday - Friday

Additional Comments:

24-hour on call status on a rotating basis, responding to after hour calls within a time frame of a one-hour. The response time frame may be subject to change.

Overtime work is required, including weekends, while on-call is required.

Consequence of Errors:

Failure to meet Ministry of the Environment regulations (or to provide proper operation and maintenance of the plant) could/would have significant impact to the environment and could result in large fines to the operator and the City, as well as negative public health impact.