



Position Description

Position Title:	Water Operator 2	Department	Public Works - Water
Effective Date:	March 6, 2021	Revised:	
Reports To:	Water Supervisor	Status:	Full-time
Direct Reports:	None	Indirect Reports:	None

Position Summary / Main Purpose

Under the supervision of the Water Supervisor, this position performs the operation, maintenance and monitoring of the municipal water systems in the Township of Tiny in accordance with Provincial Regulations and Township standards.

The Water Distribution Operator 2 performs the function of **Operator-In-Charge (OIC)**, as defined by the Ministry of Environment.

This position is deemed to be an "Essential Service" in the event of an emergency.

Key Duties and Responsibilities

1. Pump station checks (20%)

- a. Inspect pump station equipment and operation. Make operational adjustments as required.
- b. Operate and maintain treatment systems utilizing sodium hypochlorite, polyphosphate sequestering solution and ultraviolet light disinfection (UV).
- c. Track and analyze data for compliance and to identify potential problems in operations using Data loggers, SCADA trending, Chart recorders.
- d. Accompany Ministry of the Environment Conservation and Parks Inspector during inspections of water systems, providing information about the operations and compliance of the systems.
- e. Maintain accurate records of all works completed and ensure compliance with all applicable regulations, the Drinking Water Quality Management Standard (DWQMS) and Township of Tiny procedures.
- f. Decant and transfer chemicals to pump stations and fill chemical day tanks at all sites.
- g. Ensure compliance with legislation applicable to scope of work being undertaken including but not limited to:
 - i. Safe Drinking water Act 2002 (O.Reg 128/04, O.Reg 170/03, 169/03)
 - ii. Ontario Water Resources Act, R.S.O 1990 (R.R.O. 1990, Reg 903)
 - iii. Clean Water Act 2006
 - iv. Occupational Health and Safety Act
 - v. Municipal Act
 - vi. Highway Traffic Act
 - vii. Ontario Traffic Manual Book 7
 - viii. Township Policies and Procedures



2. Pump station maintenance (35%)

- a. Assist the Water Supervisor/Lead Hand in coordinating repair or replacement of equipment when external contractors are required. As well as provide support to external contractors.
- b. Inspect, install and/or replace water piping including valves and meters within the pump station. Measuring, cutting, and threading pipe for pipe repairs and upgrades in pump stations.
- c. Complete calibrations and maintenance of equipment such as on-line chlorine analyzers, UV treatment units, water meters etc.
- d. Clean, maintain and repair equipment including both troubleshooting problems and general maintenance repairs.
- e. Install/program/calibrate instrumentation equipment including Chlorine Analyzers, UV units, Chlorine pumps, Dataloggers.
- f. Investigate, evaluate and report adverse test results or incidents as defined in Ontario Regulation 170/03 and take corrective action in accordance with regulations and Township of Tiny procedures.

3. Water distribution (30%)

- a. Install, replace or repair water services, hydrants, mains and other related appurtenances as required.
- b. Perform distribution maintenance including leak detection, valve exercising, and directional flushing.
- c. Locate and mark water main, services and other underground water infrastructure.
- d. Complete Water connection inspections for new/repaired water lines.

4. Sampling (10%)

- a. Collect bacteriological and chemical samples for laboratory testing in accordance with applicable procedures and regulations.
- b. Conduct regulatory and non-regulatory water testing such as chlorine residuals, pH and turbidity.

5. Training (5%)

- a. Provide training and instruction to Operators and students
- b. Participate in on-going education and training in order to ensure licenses are in good standing under O.Reg. 128/03

6. Customer Service (10%)

- a. Responds to requests, complaints and inquiries from government authorities, Council, general public, staff, consultants and contractors.

Required to work in compliance with the Ontario Health and Safety Act and regulations and all related Township policies and procedures.

Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.



Working Relationships

Inside the Corporation:

- Public works staff including engineering, building officials, and administrative staff.

Outside the Corporation:

- Ministry of the Environment and Climate Control inspectors to Directors, Simcoe Muskoka Health Unit inspectors, other Township and Region employees in Water Compliance and operations roles, accredited laboratory personnel, contractors and consultants from engineering positions to labourers, utility service providers, and the general public.

Education / Experience / Skills Training

- Graduate of College or University in an engineering or environmental program, or possess equivalent education and/or experience.
- Valid Water Distribution and Supply Class 2 Licence and Water Treatment Class 1 Licence.
- Minimum 3 years' experience in waterworks operation and maintenance.
- Valid Class "G" Driver's Licence.
- Knowledge of all of the applicable legislation including the Safe Drinking Water Act 2002 and regulations.
- Ability to assess and respond to complex situations to ensure safe drinking water.
- Competent in the use of computers and various programs including Microsoft Word, Excel and Access, as well as able to familiarize with other software programs.
- Competent in the use of SCADA (Supervisory control and data acquisition) for data collection, trending, and troubleshooting.
- Knowledge of pipe fitting, including measuring, cutting, threading, and component terminology
- Knowledge of electrical terminology and troubleshooting standard 4-20mA process wiring.
- Strong organizational, record-keeping, and communication (written and oral) skills.
- Self-starter, able to complete all tasks independently with minimal supervision.
- Demonstrated ability to promote a high standard of public relations at all times.
- Capable of handling multiple, changing priorities.

Outcomes of Error

- Activities subject to scrutiny from external inspectors (M.O.E.) (M.O.L.).
- May be subject to personal fines up to \$4,000,000 per day and/or imprisonment under Regulations. (Safe Drinking Water Act and Ontario Health and Safety Act)
- Personal fines may not be paid by the Municipality under Regulations. Fines for minor infractions may range from \$20,000 to \$50,000 per day.
- The Township of Tiny is subject to Orders and fines of \$100,000 to \$6,000,000 per day, with escalation for repeat offences, as a result of employee work performance.
- The Township may have its MECP Inspections increased or potentially have conditions placed on operations for failure to operate in accordance with applicable legislation including the Safe Drinking Water Act and the Drinking Water Quality Management Standard.



Physical and Mental Demands

Physical Environment:

Activities will be split between Inside and outside work, exposure to hazards that can include materials, chemicals, and/or people. Working environment contains some serious risks or discomforts, which require additional safety precautions. ie: working in water in sub-zero weather, traffic control, trenching, pressurized water and chemicals, confined space entry, power tools, etc.

Physical Effort:

- This position requires some heavy lifting and lifting objects of an awkward size and shape with considerable stretching, bending, crouching and working in a cramped space.

Sensory Demands:

- Visual and aural attention required.
- Noise pollution from equipment including generators, tools, and pumps.
- Chemical fumes in pumphouse settings may cause irritation in respiratory system.

Mental Demand (Stress):

- Will require working alone in isolated areas during the day and night.
- Dealing with disgruntled members of the public.
- Dealing with multiple changing deadlines in order to meet the requirements of the DWQMS and applicable regulations.
- Must be adaptable to seasonal changing demands

Working Conditions

- Normal hours of work are 40 hours per week.
- This position is required to be on-call on a scheduled rotating basis to respond to emergencies after normal working hours including evenings, nights and weekends.
- May be called into work, even if not on-call, in the event of an emergency or if the on-call operator is not available.
- Will be required to work alone in isolated areas at night.
- Activities will be split between the office, pump stations and outside work.

Confidentiality

- Must comply to confidentiality standards of the Township.
- Privy to some resident's private information such as names, phone numbers and addresses



TOWNSHIP OF / CANTON DE
Tiny

Position Description

Review

Supervisor: Rebecca Raymond, Water Supervisor

Date: December 20, 2022