



Waterworks Maintenance Worker - Job Description

Job Information

Title:	Waterworks Maintenance Worker
Department:	Public Works / Waterworks
Immediate Supervisor:	Waterworks Supervisor
Rate of Pay:	Per CUPE Local 259 Collective Agreement
Hours of Work:	Per CUPE Local 259 Collective Agreement
Benefits:	Per CUPE Local 259 Collective Agreement

Job Summary

The Waterworks Maintenance Worker will operate a variety of equipment and machinery and perform the tasks required for the safe and efficient operations of the Town's Water and Wastewater systems. The Maintenance Worker will be an effective team member whose contributions will assist in the achievement of departmental objectives.

Organizational Status

The Waterworks Department operates as well as manages the Iroquois Falls Drinking Water Systems, Iroquois Falls Wastewater Systems, Porquis Drinking Water Systems, Porquis Wastewater Systems and the Monteith Standalone Drinking Water Distribution System.

The Department also works closely with other municipal departments and provides assistance to them on an as required basis.

Essential Duties and Responsibilities

1. Ensure compliance with and perform all duties in accordance with Provincial legislation and related regulations as well as municipal policies, procedures and guidelines; established operational work plans; and directives provided by supervisor or designate.
2. Maintain a current knowledge of all legislative and regulatory requirements relating to Municipal Drinking Water Systems as well as Wastewater Systems
3. Maintain records of work completed as prescribed by statutes, regulation and the Waterworks Supervisor.
4. Respond and coordinate solutions to environmental emergencies.
5. Promote safe working practices and conduct on-site safety inspections.
6. Maintain daily vehicle and equipment usage records.
7. Perform general labour, maintenance and repair activities on municipal infrastructure, facilities and lands including, but not limited to, water and wastewater treatment plants, hydrants, sanitary sewers, water mains and appurtenances.
8. Maintain effective, professional, courteous and respectful communications with supervisors, other staff, and the general public.
9. Attend and participate in scheduled meetings (departmental or other) and training sessions.
10. Ensure proper working condition of all Water and Wastewater equipment and make recommendations to the Waterworks Supervisor with reference to such work.
11. Provide recommendations to the Waterworks Supervisor in regards to water and wastewater maintenance activities.



12. Provide input for the purchasing of supplies, equipment and services. Control inventory, evaluate material and equipment requirements.
13. Operate small tools/equipment and vehicles in a safe and appropriate manner.
14. Participate in the departmental Operator In Charge (OIC) on-call rotation.

Required Education / Work Experience

1. Minimum of a Grade 12 education in Ontario **or** one of the following equivalent qualifications:
 - (a) A secondary school graduation diploma from any other Canadian province or territory or the United States;
 - (b) A General Educational Development (GED) certificate issued by a Canadian province or territory or the United States;
 - (c) A transcript, diploma, degree or certificate from another country, assessed at an Ontario OSSD level by a recognized assessment service;
 - (d) A two to three year diploma, three to four year degree or a postgraduate degree from a recognized/accredited university or community college from Canada or the United States;
 - (e) A postsecondary diploma or degree from outside Canada or the United States that has been assessed as equivalent to a Canadian postsecondary diploma or degree by a recognized assessment service;
 - (f) A certificate of completion for an academic upgrading program from Ontario or another Canadian jurisdiction that is accepted by an Ontario college of applied arts and technology for entry into an Ontario postsecondary program;
 - (g) A certificate of apprenticeship in any trade from Ontario or other Canadian jurisdiction;
 - (h) A certificate of completion of a trade-specific training program from an Ontario college of applied arts and technology that has been approved by the Ministry of Training, Colleges and Universities.
2. Valid class "G" licence and satisfactory driving record.
3. The following certifications/licences:
 - Water / Wastewater Operator Certifications
 - Water Treatment – Class 1
 - Water Distribution – Class 2
 - Wastewater Treatment – Class 2
 - Wastewater Collection – Class 2
4. The following will be considered an asset:
 - Directly related work experience
 - Possession of a skilled trades ticket i.e. (millwright, electrical, instrumentation, mechanical, gas fitter, plumber)
 - Valid "D" license with a Z endorsement

Required Skills and Abilities / Work Demands

1. Knowledge of Provincial legislation and regulation including the Occupational Health & Safety Act, and related on-the-job training (e.g. Environmental Protection Act, Confined Space Entry, Working at Heights, Propane Handling, WHMIS, First Aid & CPR).
2. Physical ability to lift and carry equipment and supplies weighing up to 50 kg, push and pull equipment and parts weighing up to 100 kg, independently or assisted; to walk, stand, sit, lift from floor to waist, lift from waist to shoulder, climb stairs, and climb ladders and any other physical ability required to perform assigned duties.



3. Ability to maintain knowledge of all pertinent legislations and regulations through independent studies and courses.
4. Ability to work outdoors in varying weather conditions.
5. Ability to work days, evenings, nights, overtime, weekends or unscheduled call-ins.
6. Functional computer skills, including the ability to use an email or web browser application.
7. Ability to deal effectively with complaints from the public and the skill to direct their concerns to a member of the municipal personnel who is best able to respond to the inquiry.
8. Ability to complete various forms and other basic written communications.
9. Ability to receive and comprehend instructions; work in a team environment; interact positively with supervisors, other staff, and the general public; as well as support and project values compatible with the organization.
10. Demonstrated excellent interpersonal and communication skills.
11. Demonstrated ability to operate small tools/equipment and light duty vehicles in a proficient manner.

Other

The statements contained in this job description reflect general details necessary to describe the principal duties and responsibilities, the education and work experience, and the skills and abilities required. It should not be considered an all-inclusive listing of work requirements. Individuals may be required to perform other duties as assigned as well as work in other departments to cover absences, provide relief, equalize peak work periods, or balance workloads.