

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Water and Wastewater Support Operator

PURPOSE OF THE POSITION

The purpose of the Water and Wastewater Support Operator position is to assist the Class 4 Water and Wastewater Operator in providing overall responsible oversight for the operations of the Water and Wastewater Operations in the 9 Matawa Communities in an effective and efficient manner. The Water and Wastewater Support Operator assists First Nations by providing relief when community operators take leave, go on training etc.

SCOPE

The Water and Wastewater Support Operator will be a part of the Matawa Technical Services team and will report to the Manager of Technical Services at the Thunder Bay office. Guidance and coordination will be provided by the Technical Services Department. The Water and Wastewater Support Operator will also be required to respond to emergencies and assist the First Nations with addressing issues related to water and wastewater. The Support Operator will work closely with the Operators, Maintenance Technician, and contractors of the Water and Wastewater Treatment Plant Facilities and its subsidiary buildings in Matawa's nine First Nations communities.

The Water and Wastewater Support Operator will assist the Class 4 Water and Wastewater Operator with oversight for Matawa First Nations Operators and will address the issue of having Operators who can supervise Water and Wastewater operations.

RESPONSIBILITIES

1. Water and Wastewater Support Operator duties:

Assist the overall responsible Operator with providing oversight and operation services to Matawa's nine communities.

Main Activities:

- Report problems and determine parts needed for repairs to the operations.
- Willingness to travel on small aircrafts to the 9 member communities to oversee the water and wastewater plant operations.
- Monitor, operate and control water treatment processes such as SCADA, chemical dosing, filtration, disinfection as per the regulatory standards.
- Monitor, inspect plant equipment and perform preventive maintenance.
- Flush and winterize hydrants. Overseeing distribution installation, curb-stop, hydrants and valve repairs.
- Report and record all performed activities in the assigned logbook. Submit summary and quarterly reports to ORO/Manager.
- Work independently operating and maintaining Water and Wastewater Systems in Matawa First Nation communities.
- Trouble-shooting problems with the Operator, on-site or over the phone.
- Attend water plant design meetings.
- Review log books to ensure First Nation Operators are in compliance with O. Reg 170.
- Fill out daily log books and operational checks
- Conduct Preventive Maintenance with First Nation Operators.
- Assist HUB staff by being on call for emergencies and provide support for Operators and communities.
- Provide on-site training and part-time supervision recognized by the Ministry so Operators can obtain higher level of certification.
- Make changes to chemical dosing, metering.
- Ensure monitoring and documenting of daily and weekly parameters,
- Collect and monitor bacteriological sampling with onsite equipment and coordinate laboratory sampling.
- Collect and analyze results for chemical testing and per regulations.
- Collect and analyze results of samples for wastewater as per wastewater regulation.
- Inform Administration/3rd Party Managers/Band Managers, cost to maintain or repair infrastructure.
- Conduct checks on equipment and make changes or have electrician, plumber or other trades person make changes.
- Assist with developing the Preventive Maintenance Plan.
- Assist with developing an Emergency Response Plan.

KNOWLEDGE, SKILLS AND QUALIFICATIONS

Knowledge

The incumbent must have proficient knowledge in the following areas:

- The ideal candidate would have a Class-1 or above Water Treatment, Water Distribution License and/or a Class-1 or Higher Wastewater Treatment License and Wastewater Collection License.
- As specified in O. Reg. 128/04 of the Safe Drinking Water Act and O. Reg. 129/04 of the Ontario Water Resources Act, Operator-in-training (OIT) may be considered. Entry Level Course (ELC) certificate required.
- Previous experience as a Water Treatment Plant Operator preferred.
- Minimum 2 years of post-secondary studies in environmental, chemical, or civil backgrounds would be an asset.
- Grade 12 level education or GED equivalency is mandatory.
- Thorough knowledge of water and wastewater plant operations.
- Knowledge of Ontario Drinking Water Regulation.
- Knowledge of Provincial and Federal Wastewater Regulations.
- Knowledge and experience with Conventional Water Treatment Systems.
- Knowledge of pressure tank filtration systems, pumps, metering, jar testing, chemical metering, flow data etc.
- Knowledge of Wastewater Systems Sewage Collection Systems, Lagoons and Rotating Biological Contactors (RBCs).

Skills

The incumbent must demonstrate the following skills:

- Ability to monitor, operate and maintain various types of water treatment and wastewater facilities in a remote setting for extended periods of time.
- Trouble-shooting problems with plant operations.
- Flushing hydrants, operating main valves one distribution systems.
- Removing and reinstalling sewage pumps.
- Able to communicate with suppliers on parts needed.
- Able to analyze and understand as-built drawings.

WORKING CONDITIONS

Working conditions can change dramatically, from one job to another, varying from indoors in clean conditions to outdoors on scaffolding, and to confined and restricted locations. Safe work practices are essential.

The Water and Wastewater Support Operator must be able to work in water and wastewater treatment plant environment, including exposure to noise, outdoors, vibrations, chemicals, mechanical and electrical hazards, dirt, fumes, heat, cold dampeners, and travel to different sites and locations. Must be available to respond to emergency call outs or disasters.

Physical Demands

The Water and Wastewater Support Operator may have to travel throughout the community in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The Water and Wastewater Support Operator may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Water and Wastewater Support Operator may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of member First Nation leaders and members. The Water and Wastewater Support Operator may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Mental Demands

The Water and Wastewater Support Operator will have to manage a number of requests and projects at one time. They must be aware of all Tribal Council business in the community and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor's Title</p> <p>_____ Supervisor's Signature Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Chief Executive Officer's Signature Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.