



**TOWN OF SHELBURNE**  
**Employment Opportunity**

**Water Plant Operator**

The Town of Shelburne is seeking applications from qualified experienced individuals for the position of Water Plant Operator.

Duties of the position include:

- Water quality testing and laboratory work
- Mixing and administering chemicals
- Maintaining water treatment plant property, facilities and equipment
- Maintaining water reservoir and water meter reading
- Flushing water mains and hydrants as required
- Assisting in preparation of operating and capital budgets for the utility
- Completing reporting requirements for Utility
- Assisting Waste Water Plant Operator and Public Works Department
- Other duties as directed

The ideal candidate will have:

- Water Treatment Operator Level 3 Certification or willing to obtain
- Experience in operating a water treatment plant or similar system
- Mechanical ability and experience
- The ability to work independently with little supervision
- Valid NS Driver's license

Applicants are invited to submit their resume in person (168 Water Street, Shelburne), by mail (P.O. Box 670, Shelburne NS, B0T 1W0), email ([sarah.mattatall@shelburnens.ca](mailto:sarah.mattatall@shelburnens.ca)) or fax (902) 875-3932) to the attention of Sarah Mattatall, Manager of Administration & Human Resources.

For a more detailed job description or with other questions about the position, please contact the Town office at 902-875-2991 Ext 4.

Hours of work, benefits, and wages are pursuant to the current collective agreement. Only those applicants receiving an interview will be contacted. Internal applicants will be considered first based on qualifications.



## **TOWN OF SHELBURNE JOB DESCRIPTION**

### **WATER PLANT OPERATOR**

#### **Position Status:**

Permanent position, Full-time, Union.

(40 hours/week, 8:00 a.m. to 4:30 p.m. Mondays to Fridays).

On-Call work when required (see Collective Agreement, Article 18, page 12).

#### **Position Summary:**

The Water Treatment Plant Operator monitors and operates computerized control systems and related equipment in water filtration and the treatment plant to regulate the treatment and distribution of water. The incumbent works under minimal supervision to ensure the effective and efficient operation of the water treatment plant, water reservoir and lines for the purpose of providing safe and high-quality water for the Town.

#### **Reporting:**

This position reports to the Chief Administrative Officer (CAO).

#### **Principle Duties, Responsibilities and Certifications:**

The following is an outline of the duties and responsibilities for the Water Plant Operator. The listing is not intended to be all inclusive or to limit the initiative to expand his/her function beyond this scope, nor is it intended to limit the CAO's right to assign other duties.

#### **Qualifications / Skills:**

- Must have experience in operating a water treatment plant
- Must be qualified as a Level 3 Water Treatment Operator or willing to obtain
- Must have a valid driver's license

- Must have experience in a computerized environment and familiarity with software pertinent to water treatment facilities
- Must have effective written and verbal communication skills
- Must have Emergency First Aid training
- Must have Fall Protection training or willing to obtain
- Must have Confined Space Awareness training or willing to obtain
- Must have Transportation of Dangerous Goods training or willing to obtain

### **Duties & Responsibilities:**

- Operate and monitor computerized control systems and related equipment in water filtration and treatment plants to regulate the treatment and distribution of water
- Utilize and employ standard best practices of water treatment theory, operation, and technology during assigned daily operations
- Monitor and inspect plant equipment and systems to detect equipment malfunctions and to ensure plant systems are operating normally
- Read flow meters, gauges and other recording instruments to measure water output and consumption levels, bacterial content, chlorine, and fluoride levels
- Collect water samples for chemical and bacterial content, analyze test results and instrument readings and make adjustments to plant equipment and systems to ensure quality control
- Determine and maintain proper clear well levels and associated pump flow rates to meet daily demand and filter backwash requirements
- Flush mains and hydrants as required
- Maintain water reservoir and water meter reading
- Conduct regular calibrations of chemical feed equipment to verify feed rates are at target set points
- Conduct regular calibrations of all inline instrumentation to verify accuracy of key quality indicating parameters
- Adjust chemical dosages as required to attain treatment targets
- Perform security checks in plant and on grounds
- Respond to public enquiries regarding water quality issues and emergencies
- Complete and maintain plant logs, reports and statistics
- May perform minor maintenance or assist skilled tradespersons with installation and repair of plant machinery
- Assist in preparing operating and capital budgets for the operation
- Assist Wastewater Plant Operator when required
- Assist Public Works Department as required
- Perform other duties required for the proper operation of the water treatment facility and other tasks as directed by the CAO

### **Accountabilities:**

- To maintain a positive image for the Town of Shelburne with the public at all times
- Follow and comply with all safety practices as outline in workplace safety training programs
- Ensure all responsibilities are met as it pertains to the Nova Scotia Department of the Environmental Management System
- Report all unsafe acts and conditions
- To wear protective clothing and equipment when handling chemicals

- To produce water for town consumption that meets the provincial standards and regulations
- To complete accurate testing of the towns water to prove that it meets provincial standards and regulations
- To perform maintenance checks on all equipment that form part of the treatment facility
- To ensure that the water plant can produce water to maintain a minimum of 50% capacity supply in the reservoirs and to produce metered reading that indicate so
- To assist or supervise the Public Works staff in maintaining the water distribution network in the town
- To assist the Manager of Public Works in preparing the operating and capital budgets for the water plant
- To assist or replace the Wastewater Plant operator as required

**WORKING CONDITIONS & PHYSICAL ENVIRONMENT:**

- Exposure to water, chemical, hazardous materials and noise
- At times, work in wastewater collection system and wastewater treatment plant environments
- At times, work in potable water distribution and treatment systems
- Heavy lifting/moving, walking, standing and climbing will be required routinely
- May be required to work at heights, in confined spaces and in inclement weather conditions