



CITY OF MARTENSVILLE
JOB DESCRIPTION

1. **POSITION NAME** CERTIFIED WATER & SEWER OPERATOR

POSITION SUMMARY: The position performs a wide variety of duties throughout the Public Works Department, and has specific responsibilities for the water and sewer utility operation.

2. **KEY RESPONSIBILITIES:**

Under the general supervision of the Water & Sewer Foreman or Supervisor:

- Operates water and sewer utility system in accordance with provincial government licenses and regulations, City policies and manufacturer's safety standards
- Performs construction and repairs to water and sewer lines, service connections, fire hydrants and manholes.
- Reads, installs and repairs water meters.
- Performs regular inspection, testing, recording, maintenance and custodial duties at the water pump houses and sewer lift stations.
- Maintains and operates lagoon and sewage discharge operations

3. **ABILITIES AND SKILLS:**

- Maintenance of water and sewer utilities.
- Operation and preventative maintenance of City vehicles and equipment.
- Open blocked sewer mains and service connections
- Reports on inventory of utility materials on hand to foreman
- Maintains written records of utility maintenance and repair work.
- Maintains utility tools and equipment in good working order.
- Maintenance and beautification of City facilities and property
- Maintenance and repair of public areas including street, roadways, drainage courses, alleys and sidewalks
- All other duties as assigned by the Water and Sewer Foreman or Supervisor
- Good knowledge of utility operations
- Good knowledge of the methods and practices used in servicing and maintaining equipment operated
- Mechanically inclined
- Carpentry Skills
- Knowledge of safety procedures and precautions as well as the occupational hazard of the trade.
- Ability to foresee and prevent problems
- Ability to understand verbal and written skills
- Writing and record keeping skills
- Ability to train junior employees
- Ability to direct staff and work sites as so appointed, in the absence of the Water & Sewer Foreman and/or Supervisor



- Physically fit and able to perform manual labour for extended period of time under various weather conditions.
- Shall attend utility training courses offered by Sask. Environment
- Shall be willing to take on fair share of weekend work
- Shall respond to emergency circumstances as defined in article 12 (4) of the Labour Standards Act.
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4. MINIMUM REQUIREMENTS

CERTIFIED WATER & SEWER OPERATOR
To meet the minimum requirements of a Certified Water & Sewer Operator you must have the minimum Sask. Environment Classes:
Water Dist. System – Class II
Waste Water Collection – Class II
Waste Water Treatment – Class I

	MINIMUM REQUIREMENTS	ADDITIONAL PREFERENCES
EDUCATION	High School Diploma	Technical School
WORK EXPERIENCE	Municipal	Water & Sewer Operation
LICENSES OR CERTIFICATES	Valid class 5	Valid class 3A
OTHER	Criminal Record Check	



5. REMUNERATION

This position is within the CUPE 2582 bargaining unit and is subject to contract agreement. This position is a permanent, full time position. Normal work schedule will be Monday to Friday from 8:00 am to 5:00 pm. Newly hired employees shall be on **probation** for a period of ninety (90) worked days from the date of hiring.

		WAGE (2016)	
GRID		Start	After 1 Year
TITLE	CERTIFIED WATER & SEWER OPERATOR	\$29.24	\$31.70

6. DATE REVIEWED:

March 5, 2019

Scott Blevins
City Manager

7. CERTIFICATION:

The forgoing information is a thorough description of the duties and responsibilities of this position. I have read and understand this position description.

a. EMPLOYEE NAME (PRINT): _____

b. DATE: _____

c. SIGNATURE: _____