MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

POSITION DESCRIPTION

TITLE: Lead Utility Operator

DEPARTMENT: Public Works

REPORTS TO: Supervisor of Water & Wastewater Operations

CLASSIFICATION: Permanent Full Time

POSITION SUMMARY:

Under the supervision of the Supervisor of Water & Wastewater Operations, the Lead Utility Operator will provide on-site direction to staff responsible for the daily operations and maintenance of municipal water and wastewater systems. The position requires strong organizational skills, leadership experience and in-depth knowledge of water and wastewater equipment.

The position of Lead Utility Operator is to perform several different types of physical labour work activities where job tasks can change unexpectedly throughout the day.

Regular hours of work are Monday – Friday, 8:00 AM to 4:30 PM with potential for unexpected overtime 7 days/week with on call rotation.

JOB DESCRIPTION:

- Perform all chemical treatments in order to comply with NSE regulations.
- Perform all preventative maintenance on water mechanical equipment, treatment, and distribution systems, ensuring responsibilities are met regarding NS Department of Environment Management Systems operating standards and procedures, ensuring safe and efficient operation of equipment.
- Take samples and conducting routine tests for water process controls, transport and mix chemicals and operate equipment for unloading chemicals, taking daily readings, and logging any irregularities in process operations and taking quarterly meter readings.
- Responsible to perform all preventative maintenance on water & wastewater mechanical equipment, treatment and distribution systems and facilities.
- Ensure safe and efficient operation of equipment.
- Maintain inventory control of equipment, material, and tools.
- Manage day-to-day activities in accordance with an established work order and time management system.
- Carry out Work Orders and ensure work is complete.
- Other duties as assigned.

PREFERRED QUALIFICATIONS/EXPERIENCE

- Must have Grade XII or GED equivalent.
- Level II Water/Wastewater Certifications or willing to obtain within a reasonable time.
- Lift Station and Booster Pump experience.
- Trade certifications such as carpentry, welding, electrical, plumbing, etc.