



## MUNICIPALITY OF MIDDLESEX CENTRE

### Water & Wastewater Maintenance Operator (1 Position)

Middlesex Centre is a lower-tier municipality located within the geography of Middlesex County and has a population of approximately 16,000 over an area of 587.22 sq. kilometres. It was formed on January 1, 1998 with the amalgamation of the former Townships of Delaware, Lobo, and London. While predominantly a rural municipality, Middlesex Centre enjoys both urban and rural amenities. With a steady growth rate projected in the next 20 years, Middlesex Centre is a growing municipality ready to welcome both residents and businesses to a sustainable and livable community.

The Municipality is seeking qualified individuals to join our Public Works and Engineering Department, Water and Wastewater operations group.

#### Water & Wastewater Maintenance Operator

##### Position Summary

Reporting to the Water & Wastewater Operations Supervisor, this employee is primarily responsible for the overall day-to-day operation, maintenance and compliance of the Municipality's water and wastewater systems. The incumbent will work in a team environment alongside other operators and contractors to ensure proper operation of the Municipality's water and wastewater systems while following all applicable regulations, legislation and laws. Along with being responsible for day to day operations, the incumbent will be responsible for responding to after hours calls and alarms associated with the Municipality's water and wastewater systems.

##### Preferred Qualifications

- Possess a Grade 12 education along with post-secondary education in a discipline related to water and wastewater.
- Shall possess the following license: Level 1 Water Distribution and Supply Operator Certificate of Competency (or higher), Level 1 Wastewater Treatment Operator Certificate (or higher), Level 1 Wastewater Collection Operator Certificate (or higher). Operator-In-Training licensing will be considered provided the candidate is able to write and pass Level 1 exams within the probationary period and have completed the Entry Level Drinking Water Operator Course.
- Possess a Class "G" driver license valid in the Province of Ontario with a clean abstract.
- Operational experience in the water/wastewater industry.
- Computer literacy utilizing the Microsoft Office Suite.
- Working knowledge of the Occupational Health & Safety Act.
- Working knowledge of water, wastewater processes and technologies.
- Able to work independently and with other staff.
- Entry into confined spaces and able to perform role as top-person in confined spaces a requirement.

Salary range for 2018 is \$53,019.20 to \$62,088.00 (equivalent hourly rate \$25.49 to \$29.85) with a 40 hour work week, on a rotating schedule which will include work on weekends and holidays. This position will also require the individual to be on call.

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To apply for this position, please submit a resume outlining qualifications and experience by 4:00pm on Friday April 27, 2018 to:

Andrew Baran  
Water/Wastewater Operations Manager  
Public Works & Engineering  
Municipality of Middlesex Centre  
10227 Ilderton Road, RR2 Ilderton, ON N0M 2A0  
[Baran@middlesexcentre.on.ca](mailto:Baran@middlesexcentre.on.ca)

Middlesex Centre is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise us of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.



### Position Synopsis and Purpose

(A position overview and how it connects to the big picture)

Reporting to the Water & Wastewater Operations Supervisor, this employee is primarily responsible for the overall day-to-day operation, maintenance and compliance of the Municipality's water and wastewater systems. The incumbent will work in a team environment alongside other operators and contractors to ensure proper operation of the Municipality's water and wastewater systems while following all applicable regulations, legislation and laws. Along with being responsible for day to day operations, the incumbent will be responsible for responding to after hours calls and alarms associated with the Municipality's water and wastewater systems.



### Major Responsibilities

(What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
<p><b>Water/Wastewater Plant Operations</b></p> <ul style="list-style-type: none"> <li>• Perform all operational duties for assigned facilities.</li> <li>• Ensure compliance with all applicable legislation, regulations, approvals and orders, guidelines.</li> <li>• Adjust, inspect and evaluate process performance to optimize efficiency and effectiveness in accordance with established procedures and regulatory requirements.</li> <li>• Collect, maintain and transport process samples in accordance with established procedures and regulatory requirements.</li> <li>• Carry out various test procedures and process calculations required to monitor process performance.</li> <li>• Maintain logs and records pertaining to system performance and conditions in accordance with established procedures and regulatory requirements.</li> <li>• Perform housekeeping duties in work areas.</li> </ul>	60%
<p><b>Water/Wastewater Plant Maintenance</b></p> <ul style="list-style-type: none"> <li>• Perform all preventative maintenance duties for assigned facilities.</li> <li>• Adjust, inspect and evaluate equipment performance to optimize efficiency and effectiveness in accordance with established procedures.</li> <li>• Maintain logs and records pertaining to preventative and repair maintenance in accordance with established procedures and requirements.</li> <li>• Perform housekeeping duties in work areas.</li> </ul>	40%

Description	Approx. Time Spent (%)
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>Undertakes other duties as directed by the Supervisor as relevant to the position</li> </ul>	

\*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



## Qualifications

### Education (degree/diploma/certifications)

- Possess a Grade 12 education along with post-secondary education in a discipline related to water and wastewater.
- Shall possess the following license: an OIT Water Treatment Operator Certificate of Competency (or higher if you do not have a WDS1 License), Level 1 Water Distribution and Supply Operator Certificate of Competency (or higher), Level 1 Wastewater Treatment Operator Certificate (or higher), Level 1 Wastewater Collection Operator Certificate (or higher). OIT licensing will be considered provided the candidate is able to write and pass Level 1 exams within the probationary period and have completed the Entry Level Drinking Water Operator Course.
- Possess al Class “G” driver license valid in the Province of Ontario with a clean abstract.

### Experience

- Operational experience in the water/wastewater industry.

### Knowledge/ability/skill

- Working knowledge of water, wastewater processes and technologies.
- Able to lift or manipulate heavy objects.
- Able to perform manual labor.
- Able to work independently and with other staff.
- Able to gain entry to confined spaces and able to perform role as top-person in confined spaces.
- Working knowledge of the Occupational Health and Safety Act.
- Experience operating various computer software packages an asset.
- Good verbal and written communication skills.



## Work Setting (Description of the work environment and nature of people interactions)

### Contacts

Frequency Legend	
<b>Constant</b> – every day for most of the day	<b>Occasional</b> – bi-weekly to monthly
<b>Frequent</b> – daily	<b>Rare</b> – once in a while
<b>Regular</b> – weekly	

Contact	Frequency	Nature of Interaction
Public / Residents	Regular	Resident inquiries
Department	Frequent	Maintenance Operators, Supervisor,
Contractor / Consultants	Rare	Monitor work performed
Municipal Departments	Rare	Provide staff and equipment assistance

### Work Conditions

This position's time will be spent predominantly at the plants or in the field in accordance with best industry practices and applicable laws, legislation and regulation under the direction of the Operations Supervisor.

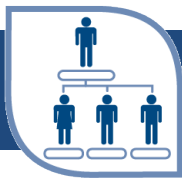
Normal hours of work are 40 hours per week, on a rotation schedule which will include weekend work. This position requires the individual to be on call 24/7 available in all weather conditions, and work with hazardous products containing MSDS, and around other utilities (hydro, water, wastewater, gas, telecommunications, etc.). The use of Personal Protective Equipment will be required at all times.



## Corporate Values (Operating principles that guide all staff conduct)

- **Openness** – Middlesex Centre is a large and diverse community. In order to respect this diversity, constant and respectful communication between community members is necessary.
- **Cooperation** – Middlesex Centre is a growing municipality. The council and citizens must work together to ensure that their community grows into the place they want it to be.
- **Trust** – The trust between community members is what makes Middlesex Centre an inclusive community. Community trust is built through sensible planning, reliable service and public engagement.
- **Respect** – The residents of Middlesex Centre come from diverse backgrounds. It is only through respect for the varied backgrounds and experiences of residents that common ground can be achieved.
- **Tradition** – As a diverse municipality, Middlesex Centre is home to many proud histories and varied traditions. The actions of community must value those existing traditions while continuing to forge new traditions moving forward.

- **Innovation** – Middlesex Centre must be a community that embraces changes. It must remain open to all ideas to become a flexible, progressive municipality which can successfully anticipate and adapt to changing conditions.



**Position Classification**  
(Where this position fits)

<b>Position Title:</b> Water & Wastewater Maintenance Operator	<b>Division:</b> Environmental
<b>Department:</b> Public Works and Engineering	<b>Classification:</b> Non-Union
<b>Branch:</b>	<b>Reports to (Direct):</b> Water & Wastewater Operations Supervisor
<b>Position(s) Supervised Directly:</b>	<b>Position(s) Supervised (Indirectly):</b> Water & Wastewater Operations Manager
<b>Effective Date:</b>	<b>Revision Date:</b>
<b>Equivalency Code:</b> N/A	<b>Hours per week:</b> 40