

## **UTILITY OPERATOR LEVEL II POSITION DESCRIPTION**

### **PURPOSE OF THE POSITION**

The Utility Operator is responsible for operating and maintaining the Town natural gas utility system within Town guidelines as well as the Federation of Alberta Gas Co-ops (FedGas) Operations and Maintenance (O&M) Manual. The Utility Operator is also responsible for operating and maintaining equipment, facilities, and processes related to water and wastewater systems in accordance with Alberta Environment standards and legislation to ensure safe and reliable service delivery. As a secondary function, Utility Operators also work with the Public Works operators to maintain roadways and other associated town capital assets. The goal of these positions is to provide service excellence in the delivery of Council approved service levels.

### **SCOPE**

Reporting to the Manager of Public Works, the Utility Operator is a member of the Public Works Team and is responsible for maintaining and operating all natural gas, water, and wastewater facilities and equipment. They also provide operation support to Public Works in the area of road and other capital asset maintenance. The level of supervision and independent decision-making authority is commensurate with the certification level held.

### **RESPONSIBILITIES**

Utility Operator II positions have a higher level of qualifications, skills, and knowledge. This is demonstrated through certification and increasing role responsibilities pertaining to coordinating and managing the approved preventative maintenance program for the Gas utility, as well as Water distribution and Wastewater collections systems.

#### **Gas System Operations:**

- Operate, inspect, and maintain gas distribution infrastructure in accordance with the FedGas O&M Manual.
- Respond to gas leaks and emergencies in accordance with training and certification level.
- Maintain records, readings, inspections, and reports as required.
- Assess Data Collected and make recommendations on preventative maintenance.
- Monitor and implement annual meter replacement program.

#### **Water System Operations:**

- Operate and maintain the water distribution system in accordance with Alberta Environment standards.
- Perform sampling, testing, inspections, and documentation.

- Ensure that the preventative maintenance program for the water system is being adhered to.
- Bring forward operational improvements for the water distribution system preventative maintenance program.
- Certification and continuing education are maintained in alignment with Alberta's Water/Wastewater Operator Certification Program and AWWOA guidance.

#### Wastewater and Lagoon Operations:

- Operate and maintain wastewater collection, treatment, and lagoon systems.
- Perform inspections, sampling, reporting, and maintenance in accordance with regulatory requirements.
- Ensure that the preventative maintenance program for the wastewater collection system is being adhered to.
- Bring forward operational improvements for the wastewater collection system preventative maintenance program.

#### Roads and Other Capital Asset Maintenance

- Assist with winter maintenance as required, including snow removal, culvert clearing and thawing, and ice control as required.
- Dependent on qualifications and authorization, operate light duty and medium duty equipment in the performance of road maintenance.
- Maintain and perform light duty maintenance of related equipment including regular maintenance checks of vehicles and equipment to ensure continuity of operations.
- Assist with maintenance and road repairs during summer operations. This may include pothole patching, crack sealing, line painting, and other maintenance items as required from time to time.
- Operate light duty equipment related to performance of road and sidewalk maintenance, including skid steer loader, toolcat, and other light duty vehicles requiring an Alberta class 5 operator's licence.
- Perform minor maintenance on buildings and interior fixtures.
- Perform troubleshooting tasks on building operating systems, including HVAC and other monitoring systems to determine level of malfunction and perform minor maintenance tasks.

#### Other Duties:

- Participate in on-call rotation as required.
- Assist with training and mentoring of junior staff as appropriate.

- Assisting with duties related to other Town departments as directed by the Operations Supervisor.
- Dealing with residents and members of the public in a courteous and respectful manner, including receiving, reporting, and dealing with any concerns.
- Assisting with keeping the Public Works shop clean and in proper repair.
- Attending work related workshops and seminars.
- Departmental designate on the Occupational Health & Safety Committee as required.
- Adhere to the Town of Redwater Health and Safety Program and Municipal Code of Ethics.
- Any other duties as approved by the Utilities Supervisor or General Manager of Operations.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge:**

Must have at minimum:

- Gas Utility Operator (GUO) Level I certification.
- Water Distribution Level I certification.
- Wastewater Treatment Level I and Wastewater Collection Level I certifications.
- Ability to work independently within certification authority.
- Fusion ticket.
- Line locating certificate an asset.
- Valid class 3 with Q Endorsement an asset or be willing to take.
- Minimum of 3 or more years of experience as a certified Gas Utility Operator Level I, Certified Water Distribution Operator Level I, or Certified Wastewater Collection Operator Level I.
- Valid class 5 Alberta Motor Vehicle Operator's Licence.

### **Skills:**

- Effective verbal and written communication skills.
- Must work effectively and efficiently with others, and alone, with little or no supervision, always be punctual, and take direction well.
- Communicate openly and respond to public inquiries in a calm and friendly manner.
- As work is performed at various outdoor work sites within the Town, physical job requirements include: occasional lifting of 50 pounds or more, twisting, walking, exposure to outdoor conditions, and working in traffic areas.
- Effective time management skills

- Knowledge and experience of valves and distribution systems regulations and requirements
- Mechanically inclined.

Personal attributes:

- Honest, trustworthy, and respectful.
- Maintain standards of conduct.
- Flexible.
- Demonstrate sound work ethic.
- Ability to work within a team environment.
- Promoting positive community awareness and public relations at all times.
- Maintain a clean standard of hygiene and neat appearance.
- Adhere to the Municipal Code of Ethics.
- Demonstrate a dedication to the position and the community.

## CERTIFICATION

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Supervisor's Title and Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

I certify that I have read and understand  
the responsibilities assigned to this position

I certify that this job description is an  
accurate description of the  
responsibilities assigned to the position

\_\_\_\_\_  
Senior Administrative Officer's Signature

\_\_\_\_\_  
Date

I approve the delegation of responsibilities outlined herein within

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.