



# Picture Butte

## *Picture Perfect!*

## **EMPLOYMENT OPPORTUNITY**

**The Town of Picture Butte is currently hiring for the position of  
Full Time Water and Wastewater Operator**

**REPORTS TO:** Foreman/Director of Operations

**SUBORDINATE POSITIONS:** Public Works II – Utilities Assistant (when performing water or wastewater responsibilities)

### **POSITION SUMMARY:**

The Water and Wastewater Operator is an individual that has received the mandated level of training to operate the water distribution system and wastewater treatment system for the Town of Picture Butte. In order to properly fill all the responsibilities listed below the position will require all work hours to be dedicated to the position during the months of April to October. In the months of November to March the positions duties will require a minimum of 3 hours per day. For the remaining 5 hours per day the Water and Wastewater Operator will report to the Foreman or Director of Operations.

### **MINIMUM QUALIFICATIONS:**

Class II Water Distribution Operators Certificate  
Class II Wastewater Treatment and Collections Operators Certificate  
Standard First Aid/CPR certificate or willingness to obtain  
WHMIS/TDG certification or willingness to obtain

### **REQUIRED SKILLS AND ABILITIES:**

- Three to five years' experience working with the water treatment or distribution and wastewater treatment or collection in a municipal environment or related industry.
- Ability to organize, co-ordinate and supervise skilled or unskilled workers.
- Ability to establish and maintain effective working relationships with the public, employees, and representatives of other agencies.
- Proficient operation and co-ordination of all the Town's equipment and vehicles, including but not limited to the following: tele handler, single axle dump truck, bobcat and its attachments, snowplow and street sander.
- Ability to respond to various tasks as requested or required.
- Ability to work without close supervision.
- Ability to lift twenty (20) kgs.
- Understanding of the Occupational Health and Safety Act, Regulation and "Code". Ability to follow safe work practices, as outlined by the municipality, Workers Compensation Board, and other Governing Bodies.
- Must reside within twenty (20) minutes of Picture Butte on all-weather roads.

## RESPONSIBILITIES:

- Co-ordinate the operation, maintenance, repair, construction, and replacement of the Town 's infrastructure relating to water distribution and wastewater treatment systems.
- Supervise readings, repairs, replacement, and general maintenance of water meters.
- Oversee contractors who are hired to operate, maintain, repair, or construct Town Infrastructure relating to water distribution and wastewater treatment.
- Lay, connect, test water and sewer lines and disinfect water mains.
- Tap into water mains and sewer lines
- Flush and clean water mains and sewer lines
- Locate and repair water main leaks.
- Operate and maintain wastewater lift stations.
- Observe pump motors to detect unusual noises, vibrations or excessive heat.
- Adjust and clean pump seals and packing glands and clean mechanical seals.
- Repair and overhaul pumps, motors, chlorinators, and control valves.
- Safely load and unload dry and liquid chemicals.
- Keep records and prepare reports.
- Start up or shut down pumps as necessary to regulate system flows and pressures.
- Perform efficiency test on pumps and related equipment.
- Collect and submit water samples.
- Locate, operate, maintain and repair valves.
- Performance of other related duties as assigned by the CAO or Director of Operations
- Report all misuse, vandalism, damage sustained to Town property
- Be willing to work shift work.
- Work On-Call shifts

## COMPENSATION:

- Three (3) required legislated certification: Probation \$30.41 Regular \$32.00
- Four (4) required legislated certification: Probation \$32.00 Regular \$33.00
- Five (5) to Six (6) required legislated certification: Probation \$33.00 Regular \$34.50
- New wage rates are being negotiated in 2024.
- Health Benefits, Pension Plan, Continuing education opportunities

## Hours of work – 40 hours per week

PLEASE SEND APPLICATIONS TO THE DIRECTOR OF OPERATIONS VIA EMAIL IN **PDF FORMAT** TO [operations@picturebutte.ca](mailto:operations@picturebutte.ca) OR IN PERSON AT THE TOWN OFFICE. POSTING WILL REMAIN OPEN UNTIL POSITION HAS BEEN FILLED.

PLEASE INCLUDE A COVER LETTER, RESUME and COPY OF QUALIFICATIONS.

Thank-you for your interest, however only selected candidates will be contacted for interviews and the position will remain posted until a suitable candidate is found.