



The Municipality of Trent Hills
Invites Applications for the Position of
Water Distribution/Treatment Plant Operator II

Trent Hills is a vibrant, diverse, and growing community with a population of 13,000, located on the Trent Severn Waterway amongst the rolling hills of Northumberland County. Created in 2001 with the amalgamation of the municipalities of Campbellford/Seymour, Percy Township and the Village of Hastings, Trent Hills offers an inclusive, healthy, rural lifestyle for its residents, businesses, and visitors. Its unique urban centres and rural communities are united by a shared heritage, rich cultural fabric, picturesque landscape, and pride in the community.

Reporting to the Manager of Water and Wastewater Services and the Head Operator, the Water Distribution/Treatment Plant Operator II is required to perform a variety of mechanical operations, capital work and operational repairs, maintenance, inspections, metering and replacement activities within the Class III Water Treatment Plants, lift/pumping stations and storage facilities. The Operator II also assists with all related functions and ongoing maintenance of the Class I and II Water Distribution Systems including repairs and replacements of watermain and appurtenances, fire hydrants and service materials.

The successful candidate is required to have a Class II Water Treatment license, a Class II Water Distribution license, a Class I Wastewater Treatment license and a Class II Wastewater Collection license. A minimum of one to three years' experience in a public sector works environment is also required.

A thorough understanding of principles and practices of Water operations, maintenance of equipment, tests and chemicals used for water and quality process control and operation is required.

The starting base pay rate for this vacant unionized position is \$29.28 per hour. Additional wages are provided for on-call duty and for having wastewater treatment and collection licenses as per the CUPE Local 3051 Outside Collective Agreement. As a unionized position, the candidate is eligible for base pay rate increases after successfully passing the probation period. The Municipality offers a competitive and attractive benefit package and enrollment in the OMERS pension plan. The regular workweek for this position is 40 hours per week.

Resumes will be received until **2:00 p.m. on Monday, July 28, 2025**. Please send resumes marked "Water Distribution/Treatment Plant Operator II Competition – Confidential" to the following address:

Kari Petherick, Coordinator of Human Resources
Municipality of Trent Hills
P.O. Box 1030
66 Front Street South
Campbellford, ON K0L 1L0
Telephone: (705) 653-1900 ext. 225
kari.petherick@trenthills.ca

The Municipality of Trent Hills is an equal opportunity employer that is committed to inclusive barrier-free recruitment and selection processes. We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Please let us know if you require accommodation at any time during the recruitment process. We thank all applicants who apply but advise that only those selected for an interview will be contacted.



Position: Water Distribution/Treatment Plant Operator II
Department: Public Works/Water Distribution/Treatment
Reports to: Manager of Water and Wastewater Services and Water
Distribution/Treatment Plant Head Operator
Union Affiliate

Position Summary:

To perform a variety of mechanical operations, capital work and operational repairs, maintenance, inspections, metering and replacement activities within the Class III Water Treatment Plants, lift/pumping stations and storage facilities. The Operator II also assists with all functions and ongoing maintenance of the Class I and II Water Distribution Systems including repairs and replacements of watermains and appurtenances, fire hydrants, service materials, etc. As well, the Operator II assists in other areas of the Public Works operations.

Knowledge Of:

- Water treatment and distribution systems, construction materials and methods;
- Ontario Drinking Water Acts, Regulations and related standards;
- Wastewater Treatment and Pumping Station Operation;
- Wastewater Treatment regulations, legislation and related standards;
- General mechanical and technical knowledge of pumps, chemical feed systems; Supervisory Control Data Acquisition (SCADA) systems and controls; pressure controls, air release and regulating valves; distribution systems, lift station and auxiliary power and pumping components; and
- Workplace health and safety standards and practices including working in confined spaces.

Skills:

- Ability to work outdoors, in noisy, dusty and dirty environments, confined spaces and in variable weather conditions;
- Ability to work varied shifts, overtime and weekend work, including descending into confined spaces;
- Ability to use general and special equipment associated with water systems operation, maintenance and repair;
- Ability to evaluate operation and performance of related systems, including input to assist Manager in planning, organizing and directing functions of the division;

- Ability to assist with distribution system task assignments;
- Ability to work safely with others and on your own;
- Ability to record and maintain accurate records;
- Ability to operate related computer hardware and software, systems and controls (i.e. SCADA); and
- Ability to deal effectively with Contractors, agencies, utilities and members of the general public in a courteous and helpful manner.

Qualifications:

- Minimum Grade 12 Diploma;
- One (1) to three (3) years' experience in a public sector works environment;
- Successful completion of written examination to achieve Minimum Class II Water Treatment; Class II Water Distribution;
- Successful completion of written examination to achieve Class I Wastewater Treatment and Class II Wastewater Collection Licenses;
- Class "D" Drivers license, Z endorsement;
- Further training on Traffic Flagging, Confined Space, First Aid/CPR, WHMIS; and
- Valid and satisfactory Criminal Record Check.

Major Responsibilities:

Program/Service

- Operating under the guidance of the supervisor, performs technical work in the operation of the treatment plant(s), water distribution systems ensuring operation within applicable regulations, Drinking Water Works Permit (DWWP), Municipal Drinking Water License (MDWL) and other objectives;
- Performs preventative maintenance and repair of plant equipment, including the lubrication of motors and pumps, pump repairs, etc.;
- Reading various gauges and meters, conducting various tests which are recorded on charts and graphs, and inspecting the plant(s) for efficient operation of equipment;
- Operates SCADA systems to control system changes;
- Complete backups of computer systems;
- Adhere to the requirements of the Drinking Water Quality Management System (DWQMS), associated Operational Plan and Standard Operating Procedures for each of the three drinking water systems.
- Monitors the daily operations of the water treatment plant(s) ensuring compliance with applicable ordinances and regulations;
- Monitors gauges, meters and control panels, observes variations in operating conditions, and interprets meter and gauge readings;

- Collect samples at various stages of the treatment process and distribution system;
- Safe handling of chemicals;
- Adjusts equipment to regulate flow rates or modify treatment process in accordance with need determined by observations and test;
- Maintains records of operation and complete related standard reports;
- Reports to the General Manager of Infrastructure Renewal and Public Works Administration and any non-compliance situations;
- Maintains general cleanliness of grounds;
- Responds to emergency situations and performs on-call duties; and
- Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, and reviews professional journals, to enhance and maintain knowledge of trends and developments.

Human Resources

- Not responsible for directly supervising the work of others.

Administration

- Daily reporting of work performed on standard reports provided; and
- Not responsible for the preparation or administration of budgets or accounts.

Miscellaneous

- Deal continuously and courteously with the public while maintaining a proper image of the Municipality;
- Performs other duties related to the support of the Public Works Department and the Municipality i.e. Wastewater Division;
- Other duties as assigned related to achieving the objectives of the position; and
- Plan events or assignments to be undertaken by the Division on a daily basis.

Physical Skill and Effort

- Good physical condition required to conduct inspections, traverse work sites and perform activities in confined and limited spaces, lift heavy objects (50 lbs or less) and handle tools used in performing related duties.

Decision Making and Judgement

Generally supervised by the Head Operator.

Judgement is exercised in:

- Responding to emergency and call-out situations in an efficient and timely manner;
- Working without supervision once the task has been outlined by the Supervisor;
- Notifying Supervisor of operational problems or issues as necessary;
- Carrying out work within the limits of the Ontario Drinking Water Regulations and other standards maintained approved by the Municipality; and
- Ability to interpret and make decisions on chemical dosages and various alternatives that may be available according to the demand of the raw water to achieve the desired drinking water standard.

Planning

- Plans events or assignments to be undertaken by Division on a day to day basis.

Interpersonal Skills/Contact

Interpersonal skills to work with co-workers, contractors and provide information to the public

Internal

- With other co-workers and/or contractors for the purpose of sharing information to complete work assignments.

External

- With the public to provide information, ensuring courteous and tactful relations.

Working Conditions

Environment

- Works outdoors on a frequent and as required basis; may be exposed to inclement weather and potentially hazardous working environment;
- Works in confined and tight spaces to access parts and sections of equipment requiring maintenance; and
- Frequent exposure to hazardous chemicals in the regular performance of the duties of the position.

Control over Work Schedule

- Works overtime and unusual work hours to handle public works emergencies.

Impact of Errors

- Errors could endanger personal or public health and safety, create poor public relations, loss of professional credibility; and
- Errors could cause damage to public infrastructure or equipment causing disruptions in service and inconvenience to the public.

Acknowledgement

Employee Signature: _____

Date: _____