



## IDENTIFICATION

Department	Position Title	
Infrastructure	Water Plant/Utilidor Operator	
Position Number	Community	Division/Region
33-10118	Fort McPherson	Facilities/Beaufort Delta

## PURPOSE OF THE POSITION

The incumbent is responsible for carrying out all operational and maintenance activities at the Fort McPherson water treatment plant, pumping station and on the utilidor system in accordance with Government of Northwest Territories (GNWT) acts, regulations, policies and procedures as well as the *Environmental Health Act* and Canadian Drinking Water Guidelines to provide a continual, efficient and safe water supply program for community residents.

## SCOPE

Located in Fort McPherson, this position reports to the Settlement Maintainer Supervisor and maintains the water treatment plant, fire hydrants, pumping station and utilidor system.

The Operator works independently and sets the work schedule to meet water treatment and plant maintenance requirements and ensure pumping station and related piping are kept in accordance with the maintenance schedule.

The position is guided by GNWT, departmental and regional procedures in maintenance management and health and safety areas. Water treatment scheduling is done in accordance with Canadian Drinking Water Guidelines and regular testing is performed to ensure that the water supply quality either meets or exceeds these standards.

The position is assigned preventative maintenance work through the generation of work orders issued out of Inuvik. Repair work to the water treatment plant and related equipment is either identified through these preventative maintenance checks or through emergency repair requirements. The incumbent supervises casuals as required.

## **RESPONSIBILITIES**

### **1. Maintains and operates the community water supply to ensure an efficient operation and a safe water supply for the community residents.**

- Operates pump house, water treatment plant, community water distribution system and storage tanks to ensure continual, safe water is available for the community.
- Ensures that the water reservoir storage is kept at capacity for firefighting usage.
- Inspects, adjusts, services and repairs such components as water intakes, pipes, water storage vessels, chemical treatment equipment controls, circulation pumps, boilers.
- heat exchangers, valves, manholes, hydrants, tap houses, motors and lagoons, as outlined in the Maintenance Management System (MMS) and manufacturers' specifications in order to prevent breakdowns and optimize the life of the equipment.
- Stores, mixes chemicals and conducts regular tests for turbidity and corrects chlorine residual in community water to ensure water is safe to drink.
- Services and maintains the utilidor system to ensure optimal and continuous operation.
- Collects weekly, quarterly and yearly water samples and submits them for analysis and sends weekly reports to the Environmental Health Officer.

### **2. Completes work orders and log books for all maintenance and repairs to the water treatment plant, utilidor system and related equipment in order to identify historical costs and work completed on each asset.**

- Identifies supplies required to complete jobs and compiles material lists to ensure an adequate stock of materials is available to complete required repairs in a timely manner.
- Completes work orders for all work assignments to indicate materials used, work accomplished and time required to complete the jobs.
- Compiles an inventory of all materials in the water treatment plant and associated buildings to account for government-owned stock and equipment.
- Identifies any major repairs or renovations required to the plant and equipment in order to maximize their usage.

### **3. Performs administrative tasks to assist the regional office in carrying out departmental objectives.**

- Orders replacement supplies in consultation with supervisor.
- Reports on work performed by contractors to ensure satisfactory performance and compliance with terms of the contract.
- Acts as liaison between the community and the Department's regional office to ensure that sensitive issues involving the department are brought to the attention of the Supervisor.

## **WORKING CONDITIONS**

### **Physical Demands**

Frequently required to lift heavy tools and equipment in the water treatment plant, pump house at the water intake lines as well as work in awkward positions (4-6 hours per day).

### **Environmental Conditions**

Exposure to loud noises in mechanical rooms, pump house, water treatment plant, sewage treatment plant, exposure to dirt, dust and chemicals for most of the day. Risk of injury both in the nature of the work and in performing repair work on site.

### **Sensory Demands**

Work involves hand/eye coordination to make repairs and replace parts and intense listening in diagnosis of equipment problems. Touching in making repairs that may not be visible.

### **Mental Demands**

This position is called out at all times of the day or night, causing disruption of family life. Pressure from people in the community regarding water quality and complaints cause disruption in lifestyle and work schedule. This position is the only one dedicated to the water treatment plant and expectations from the community are high.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of water treatment plants, utilidor systems and boiler heating systems in order to operate and maintain the community's water supply system.
- Skilled in the operation and maintenance of water supply equipment in order to work independently to maintain and repair a variety of assets.
- Ability to read technical manuals, operator books, blue prints, write requisitions, simple reports and other administrative documents

### **Typically, the above qualifications would be attained by:**

A certificate as a 5th Class Stationary Engineer and two years of practical experience in the water and waste water field. As well, a Level 1 Water Treatment Plant Operator certificate is required.

## **ADDITIONAL REQUIREMENTS**

### **Position Security**

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

**Aboriginal language:** Choose a language

- ☐ Required  
☐ Preferred