



Utility Operations Technologist (temp)

Requisition Number: # 253

Job Type: Temporary Full-Time

Location: Rocky View County, Alberta

Number of Positions: 2

Salary: \$45.70/hr

Rocky View County values our employees and provides a welcoming and stable work environment where positive energy, creativity, and a service mindset are encouraged. We seek individuals who enjoy making a difference and contributing meaningfully to a vibrant community. Our valued and diverse team of 500+ employees are provided with the same concern, respect, and caring attitude as the over 40,000 people who call Rocky View County home.

At Rocky View County we value employee work/life balance. Temporary staff are provided with opportunities to grow professionally while being supported with paid training, a competitive salary, benefits and paid days off in their first year, plus general holidays, and a hybrid work environment for eligible positions.

Position Summary

The Utility Operations Technologist is responsible for the coordination, implementation, and monitoring of contracts and activities involving municipal water, wastewater and storm water servicing.

Core Accountabilities

Administration of Utility Systems

- Monitor and administer third-party operation and maintenance contracts to ensure that County-owned infrastructure is operated in full compliance with applicable regulatory approvals.
- Oversee production, reception, and proper filing of Franchise Agreement deliverables.
- Track budgets and advise on expenditures outside of regular operations.
- Supervise third-party completion of non-contractual operation and maintenance activities.
- Audit regulatory and operational data provided by third party contractors.
- Review monthly operations reports submitted by third party operation and maintenance contactors.
- Compile and submit required annual reports to the applicable regulatory agencies.
- Administer Regulatory Approvals and Licenses issued to the Municipality with respect to water, wastewater, and storm water to ensure compliance with applicable legislation.
- Coordinate all necessary operation and maintenance for non-contracted County-owned utilities (largely storm water management systems).
- Develop and implement plans and procedures required for effective management of County utility systems.



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Customer Inquiry Response

- As the subject-matter-expert, provide support to internal and external customers, County residents and businesses, and other stakeholders on areas of assigned responsibility.
- Assist customers seeking information regarding County utility systems and regarding other non-County service providers.
- Coordinate responses to customer complaints (including those regarding failed or sub-standard service delivery).

Utility Operations

- Track and compile data on water and wastewater usage related to County utility systems.
- Administer the supply, installation, and replacement of water meters and backflow prevention devices.
- Complete locates of County underground utility infrastructure on an as-requested basis.
- Administer, regulate, and advise on the program for backflow prevention devices testing.
- Manage odours emanating from County utility systems, including the monitoring of H₂S levels.
- Identify and oversee utility improvement projects, including sanitary sewer inflow and infiltration reduction programs.
- Manage waste product disposal in compliance with all applicable approvals and legislation.
- Complete inspections of newly constructed County utility infrastructure.
- Perform Utility Services "On-Call" duties on a rotational basis.
- Complete additional operational projects and duties as assigned.

Administrative - General

- Research and draft department related policies and procedures.
- Optimize and maintain the department records management system.
- Provide operational input for pertinent engineering enquiries including memos, reports, designs, and drawings.
- Produce recommendations and business cases for improvements to County utility assets.
- Provide input into the development of operating and capital budgets for County utility systems.
- Support others as subject-matter-experts in water, wastewater, and storm water utility servicing.
- Respond to FOIP requests as administered by the County's Legislative and Legal Services department.
- Represent the County in various utility associations and other Provincial / Municipal Boards and Organizations.
- Work in accordance with the requirements established by the RVC Health and Safety Program and the Alberta OHS Act, Regulation and Code.
- Take reasonable care to protect their health and safety and other persons at or in the vicinity of the worksite while they are working.
- Perform other administrative duties and special projects as assigned.

Position Requirements

A minimum of level I certification in water treatment, wastewater treatment, water distribution, wastewater collection, along with a minimum of five (5) years of experience working in water treatment, wastewater treatment, water distribution systems, wastewater collection operations, or combined equivalent.



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- Possess a thorough knowledge base related to municipal utility operations, including the engineering, construction, and maintenance practices this entails.
- Possess the ability to conduct effective relations, liaison, and resolution of issues with the public, other County employees, developers, contractors, ratepayers, and outside governmental agencies.
- Possess the ability to organize and coordinate facility operations and special projects to meet established schedule and budget requirements.
- Possess the ability to work independently on a variety of projects and to supervise contractors as required.
- Possess the ability to work collaboratively and effectively in a team environment.
- Experience in customer relations, including challenging and stressful situations.
- Experience in administering and/or working with water, wastewater, and storm water regulatory approvals and licenses.
- Experience in accounting and business practices related to the provision municipal services is considered an asset.
- Experience working in a municipal government environment is desirable.
- Willing to work overtime and to participate in an “On-Call” rotation as required.
- Proficiency in MS Office (Outlook, Word, Excel, Power Point).
- Familiarity with utility instrumentation, communications, and controls systems.
- Familiarity/experience with and the ability to work around common industry hazardous environments (unsanitary conditions, extreme weather, chemical exposure).
- Familiarity with Geographical Information Systems (GIS) is an asset.
- Field supervisory experience / skills / training is considered a definite asset.
- Must possess a valid class 5 Alberta driver’s license and have access to reliable transportation.

We thank applicants for their interest. Only those selected for an interview will be contacted.

Applications can be submitted online at www.rockyview.ca/careers

Closing Date: February 2, 2025 or until a suitable candidate is found.