



**EMPLOYMENT OPPORTUNITY  
PERMANENT FULL-TIME  
UTILITY OPERATOR I – PUBLIC WORKS**

**Competition #EDSOU-13**

If you are detailed orientated, an eager learner and love to work, this current vacancy at the Town of Edson may be exactly what you are looking for. We are now accepting applications for a full time, permanent position of Utility Operator I in the Infrastructure & Planning Department. As a Utility Operator I you will play an integral role in the operation, maintenance and inspection of water, wastewater and storm drainage systems.

To learn more, please read the detailed job description c/w position requirements below.

If you are interested in joining our dedicated Team, please submit your cover letter c/w resume quoting the Competition #EDSOU-13 by 4:00 pm on August 30, 2019 to:

**Human Resources**

**Town of Edson**

PO Box 6300, Edson, AB T7E 1T7

Email: [humanresources@edson.ca](mailto:humanresources@edson.ca)

Visit our website at: [www.edson.ca/jobs](http://www.edson.ca/jobs)

*We thank all applicants for their interest, however, only those selected for interviews will be contacted.*

## **POSITION:           UTILITY OPERATOR I**

Department Head:           GM, Infrastructure & Planning  
Immediate Supervisor:     Utilities Manager

### **Position Duties:**

- Assist with operation, maintenance and inspection of water, wastewater and storm drainage systems, including all associated equipment and infrastructure.
- Perform daily inspections of water and wastewater systems analysing, recording and interpreting data from wells, reservoirs, pump stations, lagoon, etc.
- Ensure all utility systems remain in compliance with Code of Practice and environmental approvals.
- Operate, maintain and calibrate equipment such as sanitary sewer camera and online monitoring equipment.
- Assist with annual maintenance programs such as water main flushing and hydrant inspections.
- Assist with construction and/or repairs of mains, manholes, service connections, etc.
- Capture and interpret data including but not limited to SCADA systems and construction drawings.
- Respond to Alberta 1<sup>st</sup> Calls and complete all necessary documentation.
- Assist with inventory and supply orders.
- Ensure all records, including monthly reports, are maintained accurately and completed in the prescribed manner.
- Provide excellent public relations, including complaints investigation, with both internal and external clients.
  
- Actively participate in Formal Workplace Inspections in area of responsibility.
- Review pertinent Hazard Identification, Assessment and Control worksheets on an annual basis as required by the Municipal Health and Safety Program.
- Follow all Safe Work Practices and Procedures.
- Immediately report any unsafe conditions, potential work hazards or incidents to Supervisor.
  
- Participate in rotational on call system.
- Work extended work hours or shift work, including evenings and weekends, as required.
- Provide support to Utility Operator and Utility Operator II, as required.
- Attend position related seminars/courses as directed by the Manager.
- Perform other duties as directed by the Manager.

### **Position Requirements:**

- Grade Twelve Diploma or equivalent.
- Level II Operator certification
  
- Minimum of three (3) years of directly related operating experience in water and/or wastewater fields.
- Hold a valid Alberta Class 3 Driver's License.
- Ability to guide and mentor junior staff.
- Proficient in suite of Microsoft Office products.

- Safety certification in TDG, First Aid, Confined Entry.
- Have physical strength, agility and co-ordination sufficient to perform job tasks.
- Ability to troubleshoot and apply corrective actions in a logical and efficient manner.
- Must exhibit excellent interpersonal skills in dealing with internal and external clients.
- Must be able to work in an outdoor environment and when required, outside of normal operating hours.
- Perform work under limited supervision.

		Probation	Level I	Level II	Level III	Level IV
Utility Operator I	2019	\$ 27.45	\$ 28.05	\$ 30.85	\$ 32.11	\$ 33.06