



## **EMPLOYMENT OPPORTUNITY** **LAC LA BICHE COUNTY**

### **Waterworks Utility Foreman/Woman** **Full Time Permanent Position**

This position is responsible for providing Utility Services to the municipality in accordance with government regulations and standards, through the coordination and supervision of the work of Utility Operators engaged in performing work primarily to operate and maintain the water treatment plant, the water distribution system, the wastewater treatment plant, sanitary and storm water collection systems and secondarily maintain the natural gas distribution system. The incumbent will also be responsible for reviewing records and reports for the water treatment plant and submitting records to Alberta Environment.

#### **Responsibilities:**

- Responsible for the completion of tasks in order to operate and maintain water treatment plant, water reservoirs, pumping stations, sanitary lift stations, and wastewater treatment plant in accordance with the provincial Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems;
- Organize, supervise, and assist operators with:
  - Daily testing and operation of the water and wastewater facilities in accordance with the government regulations and standards;
  - Following maintenance procedures and schedules;
  - Recording and analyzing hour meter data at pump stations;
  - Organize, supervise, and assist operators with repairing defects or malfunctions in the water treatment and distribution facilities, the wastewater lift stations, the wastewater treatment plant, and with the storm water system;
  - Maintaining and repairing motors and pumps and report equipment defects or failures;
  - Cleaning and maintaining wet wells and bar screens in sanitary pump stations;
  - Maintaining the facilities and sites in a clean and safe state;
  - Maintaining accessibility to equipment, materials, pump stations, and work sites by plowing, shoveling, and removing snow.
- Responsible for the completion of tasks in order to operate and maintain water distribution systems and sanitary and storm water collection systems in accordance with the provincial Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems;
- Organize, supervise, and assist operators with:
  - Using equipment for sanitary sewer lines, storm sewer collection lines, and water distribution line maintenance and repair, including high pressure jet rodder, mechanical rodder, mobile steamer, backhoe, loader, hydro-excavator, and closed circuit video equipment;
  - Performing routine maintenance checks on vehicles and equipment;
  - Locating sanitary sewer lines, storm sewer collection lines, and water distribution line;

- Preparing work sites to include the erection of appropriate barricades, warning devices, equipment, and shoring equipment.
- Maintaining and repair water mains, valves, hydrants, sanitary and storm sewer mains, water and sanitary services, manholes, and catch basins;
- Preparing work site by setting up traffic control, breaking street surfaces;
- Making repairs to work sites by refilling trenches, mixing, pouring, and smoothing asphalt, gravel and other materials to replace street surfaces, including landscaping;
- Operating and maintaining tools and equipment such as compressors, pneumatic hammers, cut-off saws, grinders, and hand tools in a safe and efficient manner.
- Performing the task of connecting and disconnecting water services;
- Entering homes and businesses to collect and analyze potable water samples.
- Recording the readings of water/gas meters and maintaining water meters.
- Operating and maintaining the Sensus Autometer reading program and related equipment;
- Responding to emergencies and acting to control water, gas, and sewage leaks in a manner that is safe for self and public and to minimize environmental impact;
- Entering homes and businesses to clear blockages in sanitary sewer services;
- Providing information to customers related to utility operations in a professional manner;
- Maintaining good public relations, responding to complaints and concerns.

#### **Operational Responsibilities:**

- Implementing utility services plans, budget, and operational projects within the County;
- Prepare estimates and invoices for customers services;
- Maintain parts and material inventory, update pricing when ordering stock;
- Review packing slips, invoices, and recommend payments;
- Day to day purchasing, and hiring of necessary equipment to allow for the proper operation of the system within budget guidelines;
- Keep updated on new equipment/procedures;
- Assist the Natural Gas Utility Foreman in the operation of the gas distribution system;
- Ensure all reports are submitted to the appropriate agencies in regards to government regulations requirements.

#### **Responsibilities for Staff Meetings and Staff Development:**

- Chair monthly departmental staff meetings to deal with operational issues and concerns;
- Ensure staff are provided with training opportunities, courses and seminars necessary to maintain various operator certifications to insure compliance with applicable rules and regulations;
- Ensure staff are provided opportunities for team building;
- Provide leadership and guidance to develop staff professionally;
- Provide recommendations for succession planning;
- Other duties as assigned by the Manager of Utilities.

#### **Responsibilities for Safety Requirements:**

- Ensure appropriately experienced and certified staff are available at all times to deal with any gas leak or water break emergencies that may arise;
- Chair monthly safety meeting to address safety issues and update safe work procedures and hazard assessments;
- Ensure staff complete training courses as necessary to maintain their required safe work certifications;

- Coordinate any emergency situations related to utilities to ensure safety to the public and report to Manager of Utilities.

### **Capital Planning and Projects:**

- Assist Manager of Utilities in the preparation and updating of long term plans for equipment replacement, utility infrastructure replacement and upgrading;
- Inspect construction on capital projects to ensure County general municipal servicing standards are adhered to;
- Monitor progression of capital projects.

### **Qualifications:**

- Grade 12 (minimum), Preferably two (2) year Diploma from a recognized technical school in water related studies, or a journeyman trade in a field related to water services, or an assessable equivalent in education, training and experience;
- Level II or higher Certification in Water Distribution, Water Treatment, Wastewater Collection, and Wastewater Treatment; with ability to obtain Level III certifications in water distribution and wastewater collections.
- Class 5 driver's license with clean drivers abstract.
- 3 years supervisory experience in the water/wastewater field.
- Very knowledgeable about operating and maintaining a municipal Water Treatment Plant, Water Distribution System, Wastewater Treatment, and Wastewater Collection System.
- Good understanding of private water and sewer systems connecting to municipal systems; Some experience and knowledge about the operating, maintaining, installing and repair of municipal natural gas distribution system;
- Knowledge of gas and diesel powered equipment used in the repair, installation, and maintenance of a utility operations system.
- Knowledge of the materials, equipment, procedures, and practices used in a utility operations system.
- Knowledge of policies and procedures used in the construction, repair, and maintenance of the utility operations system;
- Knowledge of Guidelines for Canadian Drinking Water and Alberta Environment regulations;
- Knowledge of flow monitoring and sampling of water, wastewater, and storm water.
- Good interpersonal skills, to be able to understand and communicate verbally and in writing;
- Ability to establish and maintain effective working relationships with supervisors, other employees, and the public;
- An aptitude for planning and organizing work in a timely and efficient manner;
- Demonstrated ability to supervise a diversity of positions, both for in house staff, and contractors;
- Self-motivated and willing to participate in professional development opportunities;
- Read maps, specifications, and construction plans used in utility construction work;
- Good record keeping and ability to prepare clear, concise reports;
- Mechanical aptitude and trouble-shooting abilities;
- Skill in inspecting, diagnosing, and repairing the water treatment process, water distribution, wastewater treatment, and wastewater collection systems;
- Operate rubber tired backhoe, hydrovac unit, high pressure jet rodder, steamer unit, and various small equipment;

- Basic computer skills to work with SCADA systems, Microsoft Office programs and software;
- Skill in using hand and power tools used in the construction, repair, installation, and maintenance of the utility operations system;
- Must submit a Driver's Abstract, Criminal Record Check, and Medical Assessment that meets the satisfaction of the County

**Salary range \$73,153.60 to \$94,660.80 annually**

- Lac La Biche County offers a comprehensive and competitive benefits package, including:
  - 100% Employer paid Health and Dental Benefits
  - Employee and Family Assistance Plan
  - Local Authorities Pension Plan
- Competition Number: 01-WWUF-18
- Closing Date: This competition will remain open until a suitable candidate is found.

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679 Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: [hr@laclabichecounty.com](mailto:hr@laclabichecounty.com)

We thank all interested applicants; however, only applicants selected for an interview will be contacted.