

**GREENVIEW, ALBERTA  
OPEN COMPETITION**

**JOB TITLE:** UTILITY OPERATOR  
**DEPARTMENT:** INFRASTRUCTURE & PLANNING  
**LOCATION:** Valleyview, Alberta  
**REPORTS TO:** Manager, Environmental Services  
**STATUS:** Vacant

**SUMMARY:**

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The role of the Utility Operator is to plan, organize, operate and maintain the water treatment plants, water distribution systems, wastewater collection, and wastewater treatment systems of the Municipal District.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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**Major**

- Conduct maintenance of the water treatment plants including daily sampling, testing, flow controls, chemical dosage and accurate recording as per water plant permits.
- Conduct maintenance, perform record keeping and report as required and necessary to applicable authorities for all water points.
- Operate and maintain wastewater collection and wastewater treatment systems.
- Prepare accurate reporting on water and wastewater environmental compliance as per licence requirements.
- Read and record meter readings for water systems and wastewater systems.
- Other duties as required by the Manager of Environmental Services.

**Minor**

- Submit water point revenues on a bi-monthly basis as per established protocol.
- Water well monitoring and maintenance.

**Occasional**

- Turn on and off customer services as directed.
- Assist with water consumption reconciliations.
- Assist with budget preparation.
- Assist with 10 year capital plan review.
- Assist with municipal solid waste systems as required.

**QUALIFICATIONS / EDUCATION / EXPERIENCE:**

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- High School Diploma.
- Level One Certification in each of: Water Treatment, Water Distribution Certificate, Wastewater Treatment Certificate and Wastewater Collection Certificate preferred.
- Post-secondary education or training in water and wastewater treatment preferred.
- Minimum three (3) years' experience in water treatment plant operations preferred.
- Must be willing to obtain certification in a timely manner.
- Must possess and maintain a minimum of Class 5 Driver's License.
- The successful candidate must have current vaccination in Hepatitis A & B, and tetanus within the first three months of employment. (Employer paid)
- Standard first aid certification.

**SKILLS REQUIRED:**

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- Must be able to perform duties to a high degree of quality, accuracy, timeliness and precision.
- Proficiency in the use of Microsoft Office, including Outlook, Word, and Excel.
- Ability to work accurately with mathematics daily, including percentages, calculating dosages and dilutions.
- Above average critical thinking, troubleshooting, and problem solving skills.
- Ability to represent the Municipal District professionally at all times with co-workers, management, council members, and the public.
- Ability to use common power and hand tools as required.
- Ability to maintain confidentiality in all matters related to employment.
- Self-motivated and able to work with minimal supervision.

**WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:**

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- Moderate amounts of physical effort including bending, lifting, and walking.
- Extensive periods of sitting and standing.
- Safe operation and use of vehicles. Driver's abstract required annually.
- Daily work in an outdoor environment with extreme temperature conditions including heat, cold, dry, moisture, dirt and dust.
- Regular exposure to wildlife, bees, mosquitos and other insects.
- Regular exposure to Confined Spaces and other potentially hazardous environments.
- Regular exposure to working in elevated areas.
- Subject to potential cuts, scrapes, falls, burns, and blows.
- Subject to working around hazards that are consistent with working on or alongside highways.
- Normal work day consists of 7.5 at various shifts throughout the 24 hour day.
- Occasional paid overtime may be required.
- On-call as assigned.

**HEALTH & SAFETY:**

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- **All employees of the Municipal District are governed by and must be compliant with the Municipal District Occupational Health and Safety Policy.**
- Correct Personal Protective Equipment required at all times as per safe job procedures, including respirators and SCBA as required.
- Must adhere to and enforce all relevant safe job procedures.
- Ensure all operations are performed in a safe manner and in accordance with Municipal District Policies and the law as set forth by Occupational Health and Safety Rules and Regulations.

**Note:** The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

**HOW TO APPLY:**

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Interested candidates are invited to submit their cover letter and resume in one of the following ways:

**By Mail or Drop off:** Human Resources  
Municipal District of Greenview No. 16,  
4806 – 36 Ave., Box 1079, Valleyview, Alberta T0H 3N0

**By Fax:** 780-524-4307

**By E-mail:** [careers@mdgreenview.ab.ca](mailto:careers@mdgreenview.ab.ca)

**This position will remain open until a suitable candidate is found.**

**We thank all applicants, however, only those selected for an interview will be contacted.**