SUCKER CREEK FIRST NATION

JOB DESCRIPTION

POSITION TITLE: **WATER TREATMENT PLANT OPERATOR**

POSITION REPORTS TO: **PUBLIC WORKS SUPERVISOR**

SUMMARY:

Reporting to the Public Works Supervisor, the Water Treatment Plant Operator is responsible for the safe, reliable, and compliant operation of Sucker Creek First Nation's drinking-water treatment and distribution systems and assigned wastewater facilities. The Operator monitors treatment processes, performs water-quality testing, adjusts equipment and chemical feeds, maintains accurate operating records, completes routine maintenance, responds to alarms and emergencies, and helps ensure that water supplied to the community meets applicable approvals, legislation, operating procedures, and health and safety requirements. The Operator also provides day-to-day supervision, instruction, and practical mentoring to the current Water Treatment Plant Operator Trainee, within the certified Operator's level of authority and SCFN's reporting structure.

DUTIES:

- Operate and monitor the water treatment plant, reservoir, lake pump house, pumps, chemical-feed systems, controls, alarms, and related equipment.
- Monitor treatment processes and make authorized operational adjustments to maintain safe and consistent drinking-water quality.
- Collect, preserve, test, and document water samples; interpret field and laboratory results; and arrange required external laboratory analysis.
- Read and record flow meters, gauges, tank levels, pressures, chemical residuals, turbidity, and other process-control indicators.
- Operate and monitor the water distribution system, including reservoirs, valves, hydrants, pressure systems, and associated infrastructure.
- Operate and monitor assigned wastewater facilities, including lift stations, sewer systems, and lagoon operations, within the Operator's certification and training.
- Inspect facilities and equipment, identify abnormal conditions or malfunctions, troubleshoot operating problems, and complete or coordinate minor preventive maintenance and repairs.
- Safely receive, store, handle, mix, and apply treatment chemicals in accordance with WHMIS, Safety Data Sheets, and SCFN procedures; monitor stock and order supplies before depletion.
- Complete daily meter readings and maintain accurate operating logs, maintenance records, sampling records, inventory records, incident reports, and regulatory reports.

- Maintain plant cleanliness, security, and controlled access, and perform scheduled inspections of buildings and grounds.
- Follow approved operating procedures, emergency response plans, confined-space, lockout/tagout, personal protective equipment, and other occupational health and safety requirements.
- Respond to alarms, water-quality concerns, service interruptions, equipment failures, leaks, and other emergencies; participate in an on-call rotation as assigned.
- Notify the Public Works Supervisor promptly of operational concerns, adverse test results, equipment failures, safety hazards, and conditions that may affect public health or service continuity.
- Coordinate with contractors, laboratories, inspectors, regulators, suppliers, and other SCFN departments as directed.
- Support public education and respond professionally to community questions by providing approved information or referring concerns to the appropriate supervisor.
- Provide day-to-day supervision, coaching, and practical training to the current Water Treatment Plant Operator Trainee, including assigning appropriate tasks, demonstrating safe work procedures, reviewing operating logs and test results, monitoring progress, and providing feedback to the Public Works Supervisor.
- Ensure the trainee performs only those operational duties permitted by their training and certification status and receives the level of direct or indirect supervision required by applicable approvals, legislation, operating procedures, and SCFN policy.
- Perform other related duties within the scope of the position, certification, and training.

QUALIFICATIONS:

- High school diploma or recognized equivalent is required.
- Valid Alberta Water and Wastewater Operator certification in the discipline and level required by the classification and approval of the facilities operated is preferred; candidates who meet Alberta Operator-in-Training eligibility requirements and are able to progress toward the required certification may be considered.
- Training or coursework in water and wastewater treatment, chemistry, environmental technology, instrumentation, mechanical systems, or a related field is an asset.
- Previous experience operating or maintaining a water treatment, water distribution, wastewater collection, lift station, lagoon, utilities, or industrial process system is preferred.
- Knowledge of drinking-water treatment processes, distribution-system operation, sampling, laboratory testing, chemical dosing, pumps, valves, meters, controls, and preventive maintenance.
- Ability to complete accurate calculations, interpret test results and instrument readings, follow operating procedures, and make timely operational adjustments within established authority.
- Current WHMIS training is required or must be obtained upon hire; Transportation of Dangerous Goods, First Aid/CPR, confined-space entry, fall protection, and other safety training are assets or must be obtained as assigned.
- Valid Class 5 Driver’s Licence and acceptable driver’s abstract.
- Ability to participate in an on-call rotation and work evenings, weekends, statutory holidays, overtime, or emergency call-outs when required.

- Ability to perform the physical requirements of the position, which may include climbing stairs and ladders, lifting and carrying supplies, working around chemicals and mechanical equipment, and working indoors and outdoors in varying weather conditions while using required personal protective equipment.
- Strong observation, troubleshooting, record-keeping, computer, communication, and time-management skills.
- Ability to work independently, follow instructions, maintain confidentiality, and communicate respectfully with staff, contractors, regulators, suppliers, leadership, and community members.
- Experience working with First Nations or Indigenous communities is an asset.
- Ability to speak Cree is an asset.
- Successful completion of employment screening and an Oath of Confidentiality as required by SCFN policy.

REQUIRED SKILLS AND ABILITIES:

- Water-treatment process monitoring and control
- Water sampling, field testing, laboratory procedures, and quality assurance
- Mechanical aptitude and basic maintenance of pumps, valves, chemical-feed equipment, and instrumentation
- Safe chemical handling and consistent use of personal protective equipment
- Accurate completion of logs, reports, calculations, and regulatory records
- Sound judgment, attention to detail, and effective emergency response
- Ability to interpret alarms, gauges, trends, operating procedures, and Safety Data Sheets
- Basic computer skills for email, spreadsheets, electronic logs, and reporting systems
- Ability to supervise, mentor, instruct, evaluate, and document the progress of an operator trainee while maintaining safe and compliant plant operations
- Dependability, teamwork, respectful communication, and commitment to public health and community service

COMPENSATION AND BENEFITS:

Competitive compensation based on qualifications, certification level, and experience, together with an employer-sponsored benefits package in accordance with SCFN policies and the terms of the applicable benefit plans.

<u>DEADLINE FOR APPLICATIONS: Open Until a Suitable Candidate is Found</u>

Only qualified applicants will be notified for an interview

Mail to:
Attn: Human Resources
Box 65
Enilda, AB. T0G 0W0

Fax: 780-523-3111
Email:hr@scfn.ca
Drop-Off Front Reception