



**Operations Department
Water & Sewer – Collection/Distribution
Operator in Training**

Position Summary:

Under the direction of the Supervisor of Water Distribution and Waste Water Collection, the Utilities Operator will operate a municipal drinking water distribution system and a waste water collection system including incidental buildings, tools and equipment.

Qualifications:

1. Must have a minimum of Grade 12 with Grade 12 Mathematics;
2. MOE Operator-In-Training in Wastewater Collection (WWC) and/or Operator-In-Training in Water Distribution (WD) certificate , an asset.
3. Up to one year of related experience with water and sewer installation, maintenance and repair.

This position requires a candidate who is responsible, detail oriented and has the ability to work with minimal supervision. The successful candidate will have computer knowledge, strong record keeping skills and problem-solving abilities.

Hours of work:

2080 hours annually (40 hours a week) including weekends and holidays with occasional overtime

Salary

\$23.88 per hour (2022 probationary rate)

Applicants are invited to submit in confidence a detailed cover letter and resume by 4:00 on **August 7, 2022**.

Arin Crinnion - Human Resources Coordinator

City of Pembroke

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The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals.

Accommodation for applicants with disabilities is available upon request.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act, RSO 2001*, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes.

**CITY OF PEMBROKE
JOB DESCRIPTION**

Title	Operator in Training
Department:	Operations
Section:	Water & Sewer – Collection/Distribution
Reports to:	Water & Sewer Supervisor

General:

1. Possess and maintain a “DZ” Ontario Driver’s Licence.
2. Observe all Health & Safety Regulations
3. Practice good public relations at all times.
4. Be physically fit, alert and capable of following instructions with supervision; and
5. Have good communication skills.

Education and Experience:

4. Must have a minimum of Grade 12 with Grade 12 Mathematics;
5. MOE Operator-In-Training in Wastewater Collection (WWC) and/or Operator-In-Training in Water Distribution (WD) certificate an asset;
6. Up to one year of related experience with water and sewer installation, maintenance and repair.

Knowledge, Skills, Abilities and Judgement:

1. Be capable of carrying out assigned duties with a minimum of supervision and with a high sense of responsibility;
2. Must have experience or trainability in mechanics and electricity;
3. Strong administration and record keeping skills;
4. Willing to progress through continuing education and formal training;
5. Maintain harmonious relationships; and
6. Basic computer skills.

Duties:

1. Maintain conveyance systems including related buildings and equipment; in accordance with all relevant legislation, regulations, policies and procedures.
2. Take standby as necessary;
3. As directed, to operate single and tandem axle dump truck;
4. Properly operate small equipment and other tools relevant to the section;
5. Manual labor;
6. Carry out other related duties as assigned.