



## **Operations Department - Wastewater Treatment Plant Operator in Training**

The City of Pembroke Wastewater Treatment Plant is currently seeking a **Full-Time Operator in Training** to join their team.

### **About Us**

The City of Pembroke is the Heart of the Ottawa Valley. You can do it all from beautiful Pembroke thanks to our unparalleled quality of life, competitive property costs, cost of living, critical infrastructure, healthcare, education resources, and proximity to Ottawa. Enjoy a work-life balance set according to your terms in Pembroke. Learn more about us at [www.pembroke.ca](http://www.pembroke.ca)

### **Position Summary:**

Under the direction of the Supervisor of Pollution Control Centre, the Operator-in-Training will operate and maintain water and wastewater systems, conveyance systems including related buildings and equipment, in accordance with all relevant legislation, regulations, policies and procedures under the supervision of a certified operator.

### **Qualifications:**

1. Must have a minimum of Grade 12 with Grade 12 Mathematics;
2. MOE Operator-In-Training in Wastewater Treatment (WWT) certificate or ability to achieve certification within 90 days of hire.
3. Attain and maintain a 'DZ' Ontario Driver's License.

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**

- \$28.25 per hour (2025 probationary rate).
- Extended Health Care, Dental, Vision, Life Insurance, Long Term Disability and Accidental Death insurance.
- 15 days' vacation, increasing with years of service plus 2 wellness days.
- OMERS defined pension, including 100-per-cent employer matching.
- Professional development and skill-based training opportunities.
- Employee and Family Assistance Plan.

Applicants are invited to submit in confidence a detailed cover letter and resume by 12pm (noon) on **Friday August 22, 2025**.

Arin Crinnion - Human Resources Advisor  
City of Pembroke  
1 Pembroke St. East, Pembroke, ON K8A 3J5  
Email: [humanresources@pembroke.ca](mailto:humanresources@pembroke.ca)

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

We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

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  
Operations Department

TITLE:	<b>Operator in Training</b>
DEPARTMENT:	<b>Utilities (Wastewater Treatment Plant)</b>
REPORTS TO:	<b>Supervisor of Pollution Control Centre</b>

**Position Summary:**

Under the direction of the Supervisor of Pollution Control Centre, the Operator-in-Training will operate and maintain water and wastewater systems, conveyance systems including related buildings and equipment, in accordance with all relevant legislation, regulations, policies and procedures under the supervision of a certified operator.

**Education/Qualifications/Experience:**

- Must have a minimum of Grade 12
- MOE Operator-In-Training in Wastewater Treatment (WWT) certificate or ability to achieve certification within 90 days of hire.
- Attain and maintain a 'DZ' Ontario Driver's License

**Skills and Abilities:**

- Experience or trainability in mechanics and electricity.
- Strong administration and record keeping skills.
- Willing to progress through continuing education and formal training.
- Basic computer skills
- Good communication skills

**General Scope of Duties:**

- Operate and maintain water and wastewater systems, conveyance systems including related buildings and equipment; in accordance with all relevant legislation, regulations, policies and procedures.
- Under the supervision of a certified operator to perform routine laboratory analyses and tests and collect chemical and bacteriological samples;
- Under the supervision of a certified operator to set operational parameter or process that controls the effectiveness of efficiency of the facility;
- Operate the processes in a safe and efficient manner; in accordance with all relevant legislation, regulations, policies and procedures.
- Ensure proper monitoring inspections, evaluations and adjustments are properly recorded;

**Decision Making and Judgement:**

- Follow existing standard procedures and policies while operating and performing maintenance on the wastewater collection system.

**Accountability:**

- Ability to accurately complete various logs, documents, inspection forms and other information using software programs to ensure documentation for compliance.
- Be capable of carrying out assigned duties with a minimum of supervision and with a high sense of responsibility.

**Leadership/Supervision:**

- This position has no supervisory responsibilities.

**Interpersonal Skills and Contacts:**

## Internal

- Support staff of other departments.

## External

- General public
- Government ministries and regulatory officials/agencies
- Other municipalities

**Working Conditions:**

- Outdoor/Indoor Environment.
- Work rotating shifts and take standby as necessary.
- Driving.
- Walking.
- Available for overtime work when required.
- Travel as required for training.

**Physical Skill and Effort:**

- Able to lift up to 50lbs of supplies/equipment.
- Walking on uneven surfaces.
- Manual labor.

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and ensuring overall compliance with the City's health and safety program. Follows all guidelines and requirements for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

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The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

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Hours of Work: 40 hours/week.  
Occasional overtime.