



**Operations Department
Water & Sewer, Collection and Distribution
Operator in Training**

Position Summary:

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

Qualifications:

- Must have a minimum of Grade 12. Grade 12 Mathematics considered an asset;
- Must possess MOE Operator-In-Training in Wastewater Collection (WWC) and/or Operator-In-Training in Water Distribution (WD) certificate or ability to achieve certification within 90 days of hire.
- Possess and maintain a 'DZ' Ontario Driver's License or willing to obtain within 6 months of employment
- 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

- \$28.25 per hour
- 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 2pm on **July 18, 2025**.

Arin Crinnion - Human Resources Coordinator
City of Pembroke
1 Pembroke St. East, Pembroke, ON K8A 3J5
Email: 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:	Operator in Training
DEPARTMENT:	Water & Sewer, Collection and Distribution
REPORTS TO:	Supervisor of Water Distribution & Wastewater Collection

Position Summary:

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

Education/Qualifications/Experience:

- Must have a minimum of Grade 12. Grade 12 Mathematics considered an asset;
- Must possess MOE Operator-In-Training in Wastewater Collection (WWC) and/or Operator-In-Training in Water Distribution (WD) certificate or ability to achieve certification within 90 days of hire.
- Possess and maintain a 'DZ' Ontario Driver's License or willing to obtain within 6 months of employment
- Up to one year of related experience with water and sewer installation, maintenance and repair.

Skills and Abilities:

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

General Scope of Duties:

- Observe all Health & Safety Regulations
- Maintain conveyance systems including related buildings and equipment; in accordance with all relevant legislation, regulations, policies and procedures.
- Take standby as necessary
- As directed, to operate single and tandem axle dump truck
- Properly operate small equipment and other tools relevant to the section.

Decision Making and Judgement:

- Follow existing standard procedures and policies while operating and performing maintenance on the drinking water distribution system and 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

- Senior and support staff of other departments

External

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

Working Conditions:

- Outdoor Field Environment
- 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.

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.

Hours of Work: 40 hours/week Monday to Friday
Occasional overtime.