



Temporary Utilities Operator in Training (Maternity Cover)
OPERATIONS DEPARTMENT

Position Summary:

Under the direction of the Supervisor of Water Treatment Plant, the Utilities Operator in Training will perform routine laboratory analyses, tests and collect chemical and bacteriological samples, to aid in operating and maintaining water systems, conveyance systems including related buildings and equipment.

Qualifications:

- Must have a minimum of Grade 12 with Grade 12 Mathematics;
- Must possess MOE Operator in Training (WT) certificate.

Hours of work:

- 40 hours per week including weekends and holidays with occasional overtime. This is a temporary contract for 12 – 18 months.

Salary (2023 rates)

- Salary \$24.30 (2023 probationary rate)

Applicants are invited to submit in confidence a detailed resume by **Sunday September 24, 2023 at 4pm** to:

Mrs. Arin Crinnion
Human Resources Coordinator
City of Pembroke
1 Pembroke St. E.
Pembroke ON K8A 3J5
Fax: 735-3660
Email: humanresources@pembroke.ca

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

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

Job Title: Temporary Operator in Training (maternity cover)
Department: Operations
Section: Utilities (Water Treatment Plant)
Reports to: Supervisor of Water Treatment Plant

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. Have good communication skills.

Education and Experience:

1. Must have a minimum of Grade 12 with Grade 12 Mathematics;
2. Must possess MOE Operator in training (WT) certificate.

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. Operate and maintain water systems, conveyance systems including related buildings and equipment; in accordance with all relevant legislation, regulations, policies and procedures.
2. Under the supervision of a certified operator to perform routine laboratory analyses and tests and collect chemical and bacteriological samples;
3. Work rotating shift and take standby as necessary;
4. Under the supervision of a certified operator to set operational parameter or process that controls the effectiveness of efficiency of the facility;
5. Operate the processes in a safe and efficient manner; in accordance with all relevant legislation, regulations, policies and procedures.
6. Ensure proper monitoring inspections, evaluations and adjustments are properly recorded;
7. Manual labor; and
8. Carry out other related duties as assigned.