



Employment Opportunity

Position:	Wastewater Treatment Plant - Overall Responsible Operator (ORO)
Department:	Public Works
Commencing:	January 1, 2024
Rate of Pay:	\$36.65/hour (2024 Rate)
Deadline:	December 27, 2023 @ 4:00 PM

Please apply by submitting a completed application form and email to jobs@fortfrances.ca with the subject line: Water Treatment Plant – Overall Responsible Operator.

Application forms are available online at: <http://fortfrances.ca/town/human-resources/employment-opportunities>

Please note that at present, we are only accepting external job applications by email or by fax at (807)-274-8479.

Required:

ORO: Minimum of a valid Wastewater Treatment Certificate (Class III).

Please note that the schedule for this position includes weekends (Saturday and Sunday). Further details regarding the schedule can be found at the end of the job description. Subject to operational requirements, the schedule for this position may be subject to adjustments, and it is not considered final.

For more information, please contact Craig Miller, Interim Operations and Facilities Manager, at 274-9893.



POSITION DESCRIPTION

POSITION TITLE: Wastewater Treatment Plant - Overall Responsible Operator

GENERAL SUPERVISOR: Environmental Superintendent

EMPLOYEE GROUP: CUPE and its Local 65

Position Summary:

- To maintain and operate all process control systems and other related equipment required in the operation of the wastewater treatment plant and related lift stations in accordance with the Ministry of the Environment and provincial regulations.
- To provide support to the wastewater collection system, on an as required basis.

Direction Received:

- The incumbent works within established legislative requirements and takes direction from the Environmental Superintendent.

Direction of Others:

- The incumbent is required to provide task direction to the wastewater treatment plant operators but does not have supervisory responsibility over said operators.

Revenue, Asset and Expenditure Scope:

- None specifically identified for this position.

General Responsibilities:

- Daily visual inspection of wastewater treatment plant and processes and regular monitoring of the plant using the SCADA system. Part of the operator's daily regime includes visual inspections of the pumping stations, plant headworks, aeration system, chemical and disinfection systems, and sludge thickening and digestion systems for proper operation. Note and record process variables.
- Conduct process testing and analysis, make necessary adjustments. Note online instrument readings and complete in-house and field analyses and record the results. Based on analysis, make necessary process adjustments including chemical dosing changes and pump/valve control modifications.
- Take samples of the wastewater, water and chemicals at designated locations within the facilities, analyzing, by conducting standard tests, in order to make process control adjustments and/or forwarding to a laboratory for analysis as required by the ECA, to ensure facility compliance with the legislated standards;

- Record chemical dosage and determine consumption.
- Ensure chemical and supply stocks and replenish as necessary.
- Maintain daily flow, chemical consumption, and raw/effluent quality data. Observations and daily plant records for flow, chemical consumption and raw/effluent data are input into computer for statistical analysis.
- Undertake routine maintenance of equipment and record activities. Complete routine maintenance procedures such as lubrication, cleaning, visual inspections, minor adjustments, calibrations and documentation of equipment status.
- Test standby power systems (as applicable). Operate these systems on a regular basis as part of the overall preventative maintenance system. Record key operating parameters.
- Maintain calibration of flow devices as per facility ECA, including Couchiching First Nation.
- Performs and records mathematical calculations related to plant operations
- Maintains, compiles and updates plant operation daily logs and logbooks; completes lab sheets; maintains appropriate documentation and reports
- Adapting and modifying newly purchased equipment, pumps, motors, systems or parts to in-plant specifications, fabricating parts from sketches and blueprints or according to repair requirements;
- Collect and delivering samples to the nearest laboratory, picking up and delivering supplies, parts, materials, etc.;
- Mixes and adds treatment chemicals
- Load and unload deliveries, including chemicals
- Complete all training within timelines, as assigned
- Maintains equipment history and consumable inventory records. Records quantities received / used and details of parts installation. Utilize the Town's online asset management software for work orders and maintenance activities
- Receives off-hours emergency and maintenance calls.
- Maintains availability to respond to emergencies 24 hours a day, 7 days a week; on a scheduled on-call basis.
- Provides instruction in the work procedures, standards, and practices and on the job training in work techniques and system operation, repair and maintenance to other operators, as assigned.
- Must be willing to enhance skills and knowledge of the system by attending training and educational courses to advance to higher levels of accreditation and to maintain certification up to the levels of the municipal system (Class III).
- Maintain good public relations.
- Notifying local management or health and safety representatives of any concerns regarding the repair or safe operation of equipment;
- Clean all equipment, floors, etc. to maintain a safe working environment;
- Maintaining the facility, tools and equipment in a clean and orderly state, cleaning various spills and painting when required;
- Maintaining the grounds in an orderly state by clearing snow, spreading salt/sand in winter, fertilizer/pesticides in summer, cutting and trimming grass and shrubbery, operating and maintaining all grounds keeping equipment, such as tractors, trucks, mowers, snowblowers, etc. at the wastewater treatment plant and lift stations.
- Arrange for the transfer of sludge from the wastewater treatment plant to the landfill, as required.
- Training and directing new staff, underfills or students on the facility's processes, equipment and its health and safety requirements;
- Working with and or liaison with contractors and repair shops for repairs which cannot be done on-site or by on-site personnel;
- Repairing, clearing of debris and/or replacing facility equipment or parts which may, for example be fouled, show signs of wear, may be leaking or are broken down
- Guiding visitors through the facility;

- Maintaining and updating contingency plans and WHMIS data;
- Performs other duties as assigned.

Operator in Charge (OIC) Duties: (Additional Duties over and above the WWTP Operators)

- A minimum of one operator per shift shall be designated as OIC.
- The operator(s) must hold a minimum of a Class I wastewater treatment certificate
- Complying with and adhering to established operating procedures and schedules for the facilities and adhering to all applicable policies, guidelines and regulations;
- Sets operational / process control parameters for the effectiveness and efficiency of the system.
- Responsible for making day-to-day operating decisions and instructs other operators on system procedures
- Operate processes safely, in accordance with manuals and make adjustments, as necessary
- Directs or instructs other operators within the system to set such operational parameters.
- Ensures that the system processes are measured, monitored, sampled and tested in a manner that permits them to be adjusted when necessary.
- Ensures that records are maintained of all adjustments made in the processes.
- Ensures that all equipment used in the processes is properly monitored, inspected, tested and evaluated and that all records of equipment operating status are prepared.

Overall Responsible Operator (ORO) Duties: (Additional Duties over and above the WWTP Operators and OIC)

- The operator must hold a certificate equal to or higher than the class of the wastewater treatment plant.
- Only one operator shall be designated to be ORO for any given shift
- Ensures knowledge and experience is available at all times to direct other operators on the operations of the system and to respond immediately and effectively to emergencies
- Complies with and performs within the operating procedures and standards in accordance with departmental and the Ministry of the Environment for the wastewater treatment plant and lift stations.
- Will be required to exercise judgment in adjusting process variables to ensure the facility is operating within acceptable parameters.
- Performing extensive break down repair and/or replacement of equipment after complete failure, determining priorities, time frames, costs and resource requirements for the job, coordinating available staff and equipment from within the facility, arranging for rental equipment if required and ensuring it is on site prior to starting work; making adjustments to facility process in order to compensate for equipment being out-of-service;
- Advising management when costly repairs are required or when major equipment or process failure has occurred for direction and to advise of contingency action taken, recommending the purchase of new equipment to hub supervisors if required;
- Provides input and assists the Superintendent in projected future maintenance / capital works.
- Schedules maintenance activities for the wastewater treatment plant and lift stations, i.e. annual calibrations, contracted works, etc.
- Works with the Environmental Superintendent to schedule after hours on-call for wastewater treatment plant operators and coordinates alarm call outs.
- Assists in the development of new Standard Operating Procedures as recommended in the Ministry of the Environment audits and/or inspections.
- Produce a monthly report of operations for internal use and reporting of operations to Mayor and Council.
- Assist the Environmental Superintendent in preparing the Annual Report by March 31 of the following year, per the ECA.

Education and Qualifications:**Required:**

- Grade 12 Diploma
- Valid Class G Ontario Driver's License
- ORO – Minimum of a valid Wastewater Treatment Certificate (Class III).
- OIC – Minimum of a valid Wastewater Treatment Certificate (Class I).
- Operator – Able to successfully pass a screening test prepared by the Town or a valid Wastewater Treatment Certificate (OIT).

Preferred:

- Preference will be given to candidates with relevant post-secondary education, 3 to 5 years related experience, computer experience and proficiency with the Microsoft Office Suite of software.
- Preference will be given to individuals with superior interpersonal, communication and attention to detail skills.
- Ability to organize and complete work assignments with a minimum of supervision.
- Demonstrated experience and knowledge of the maintenance and repair of a variety of equipment and structures such as hydraulic, electrical and mechanical systems.
- This requires basic knowledge and skills in the areas of trades such as electrical, welding, plumbing and millwrighting.
- Ability to use a full range of hand and power tools.
- Knowledge of basic mathematics and chemistry to make calculations regarding chemicals and operating processes.
- Ability to use and understand operating and maintenance manuals, blueprints and other technical specifications.

Effort:

- Work demands concentration for short to moderate periods daily. Interruptions are occasional for short periods. Critical demands are for the most part rare to occasional.
- Physical demands occur regularly for short periods such as scheduled maintenance tasks which may include restocking chemical feeders, removal of pumps and motors, inspecting and cleaning bar screens and using chain falls to pull pumps and motors and replacement of valves.
- Physical dexterity and ability to work in confined spaces, dirty and/or noisy environments.

Working Conditions:

- Work rotating shifts, including holidays and weekends
- Must be prepared to work week-end shifts on a rotational basis as per the Collective Agreement.
- Occasional out of town travel required for courses and workshops.
- May be required to work overtime up to 20% of normal working hours.
- Exposure to work related hazards is occasional.
- All indoor work is performed in semi-privacy shared workspace or adjacent to noisy areas.
- Up to 50% of the average workday requires exposure to outdoor conditions when traveling to other sites (lift stations) for work related activities. Exposure can occur several times per day for short periods of time.
- There will be a level of cooperation among all three operators where the rotational schedule will be adjusted for training, vacation and emergency leave.

SCHEDULE A

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