

# JOB PROFILE

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*Water Services– Planning & Building, Engineering and Environment*

## **Water Distribution Operator**

The successful candidate will have a focus on quality customer service and continuous improvement processes. Guided by the goals and objectives of the City of Guelph Strategic Plan and committed to the Corporate Values of integrity, excellence and wellness, the candidate will aid in the achievement of the Community Vision – to be the city that makes a difference.

**HOURS OF WORK:** Standard work hours are Monday to Friday, any 5 consecutive 8 hour shifts between 8:00 a.m. to 4:00 p.m. Stand by and shifts are a requirement of this position.

### **DUTIES:**

- Install all new appurtenances in the City's Water Distribution System, as required.
- Responds to water distribution calls and provides advice to customers in a cordial and professional manner.
- Maintain and repair all equipment in Waterworks Division operation.
- Perform all manual tasks assigned and assist in equipment operation as required.
- Safely operate and perform routine daily maintenance and minor repairs to assigned equipment as required by the Operator Manual.
- Complete daily activity card(s).
- Comply with all Federal, Provincial and City regulations, policies and procedures.
- Comply with the regulations and requirements of the Occupational Health and Safety Act.
- Immediately report vandalism, mechanical difficulties, damage etc.
- Perform other related duties as assigned.

### **QUALIFICATIONS:**

- Experience related to the duties listed above, normally acquired through the completion of a Grade 12 Diploma and 2 years post secondary education in engineering, environmental science or a related discipline and 6-12 months experience in water or working with equipment and performing maintenance related duties. Candidates with equivalent combination of education and experience may be considered.
- Must have in your possession Operator in Training license for Water Distribution & Supply Subsystem and must pass Class 1 MOE certification exams for Water Distribution & Supply Subsystem within fifteen months of commencement in the position.
- Must possess a valid 'DZ' drivers licence or be able to obtain within 30 days from start date in the position and have a good driving record.
- Knowledge of water distribution operations and Ministry of the Environment.
- Knowledge of WHMIS and the Occupational Health and Safety Act.
- Able to perform physical requirements of position (e.g. lift objects of 25 kg, work in confined spaces and in all types of weather conditions).
- Must be a team player with good interpersonal skills.
- Good verbal and written communication skills and excellent interpersonal skills.
- Intermediate skills with Microsoft Office (Word and Excel).
- Ability to keep accurate records.
- Must be neat in appearance and have the ability to deal with the public in a cordial manner.
- Ability to use small tools and equipment.

- Experience with GIS (Geographical Information Systems) and Computer Maintenance Management Systems would be an asset.
- Experience with water main/sewer installations maintenance and repairs would be an asset.

**\*THIS IS A SAMPLE JOB PROFILE.PLEASE VIEW THE “CAREERS/JOB” PAGE FOR CURRENT OPENINGS THAT WE ARE ACTIVELY RECRUITING FOR\***