

## Town of Trenton

<b>Working Title</b>	<b>Date Prepared</b>
<i>Director of Water Works</i>	September 15, 2019
<b>Department</b>	
Fresh Water Department	

### Overall Purpose

- To oversee the complete operations of the potable water treatment facility, collector system and distribution.
- To produce a safe and healthy water supply for all residents and other users.
- To comply with the Approval to Operate (Water Treatment Plant) and Approval to Withdraw (Groundwater Wells) issued by the Province of NS including the maintaining and protection of Town wells.

### Key Responsibilities (4-7)

- To manage the operations along with other members of staff to ensure the compliance and capacity for freshwater distribution
- To ensure supply with constant monitoring and study of the water systems within the Town.
- To ensure all standards are met and recorded to ensure documentation and proper reporting.
- Chair the Water Source Protection Committee.
- Ensure proper supply and service contracts are in place.
- Assist the CAO in budget preparation as well as RFPs as required.
- Assess the needs of the water facility.
- Engagement in conferences related to fresh water, ie ACWWA
- Engage in asset mapping to help develop and assess the Town infrastructure.
- Develop and ensure up to date manuals for the operations.
- Produce a bacteria free water supply with at least 0.20mg/L chlorine residual at the end of the distribution system
- Removal of iron and manganese to concentrations that meet the Canadian Drinking Water Guidelines
- Maintain Water Treatment Plant building, chemical feed pumps, flow meters, greensand filters, backwash pump, testing instruments, grounds, etc.
- Along with the O1 Water Operator, perform daily water testing at the Water Treatment Plant where applicable.
- Perform quarterly meter readings where applicable.
- Perform testing for bacteria once a week at three locations in the distribution system as approved by the Department of Environment
- Perform quarterly water tests as per approval of Department of Environment
- Testing groundwater wells for MAC and IMAC as per approval of the Department of Environment
- Testing groundwater wells for metals once every two years as per the approval of the Department of Environment.

- Maintain wells to include electrical, pumps, AC drives, water levels, building, grounds, etc or other areas where bacteria is present.
- Maintain Booster Station, pumps, electrical, AC drives, PEC Programming, etc.
- Maintain Reservoir and water level in Reservoir for consumption and fire protection
- Oversee Installation, construction, repair and replacement of resident meters and radio frequency boxes.
- Respond to complaints about water quality
- Watermain leak detection
- Maintain certificates for Operators
- Or any other tasks as defined by the CAO

### **Reporting Relationships**

***(Please attach an organizational chart that shows the reporting relationships of this job).***

#### **This Job Reports to:**

- Chief Administrative Officer or Designate.

#### **Job Titles and number of incumbents reporting to this job: (if applicable)**

- Seasonal or Casual workers
- Water Treatment Operator 01 or 02 (in training)
- Maintenance personnel or contracted service providers

#### **Contacts (Typical)**

- Department of Environment and Labour
- Providers of goods and services
- Town Administration and other departments
- Consultants and other professionals
- Residents of the Town

#### **Innovation**

- To apply knowledge and experience to ensure the efficiency and effectiveness of the water distribution system and the assurance of safe and healthy water
- To ensure that the operations are secure and working well
- To ensure policy and by-laws if applicable support the efforts of the Town to secure the water supply and safety of the water and operations

#### **Decision Making**

- To adjust chemical feed pumps
- Determining which well to turn on or off to keep reservoir full
- To adjust the chlorine level to meet approval
- To calibrate instruments
- All decision making in connection to Key Responsibilities
- Daily chemical test, keeping chemical feed pumps operating and tanks full
- Responses to concerns from Town Administration and Residents

### **Impact of Results**

- Removal of bacteria in water
- Removal of Iron and Manganese from raw water as to assist in the avoidance of dirty or discoloured water to remove the staining of resident home fixtures and garments.
- Availability of resident water supply for use and fire protection

### **Dimensions (Approximate)**

- Critical maintenance in such things as: ensuring wells are operational, as well as ensuring booster station is operating efficiently and effectively, and ensuring that water meters are operating and can be read

### **Working Conditions**

#### **Examples:**

#### **A Physical Environment**

- Exposure to corrosive chemicals and high voltage electricity
- Surrounded by noisy equipment

#### **B Physical Effort**

- Moving very large drums and buckets possibly 600lb drums and 55lb buckets for chemicals

#### **C Sensory Attention**

- Monitoring SCADA data
- Checking pumps to see if they are operating correctly
- Making sure filters are backwashing and removing iron and manganese

#### **D Mental Pressures**

- On call 24 hours for water matters.
- Ensuring water is bacteria free and has chlorine residual
- Public health and safety
- Dealing with priorities and concerns from residents

#### **Other**

- The successful candidate should have secondary training in both management and certification in Water Treatment Operation with at least level II of IV to your credit. As well as through continuing education units to maintain the level.
- Have working knowledge of computer hardware and software that is directly connected to water treatment management with preference of SCADD program and application.as well as reporting
- Have at least four years experience in a similar position.
- Have managerial experience including a Unionized environment.
- Be flexible with working hours and availability.
- Willingness to become a member of AWWA, ACWWA, or MPWWA.

#### **Verification:**

*This job description has been approved by the Director/Manager and Director of Human Resources as an accurate description of the job as of:*

<p><b>Incumbent's Signature and Date:</b></p>   <p><b>Director/Manager's Signature and Date:</b></p>	
<p><b>HR Director's Signature and Date:</b></p>   <p><b>CEO's Signature and Date:</b></p>	

Compensation & Classification USE ONLY			
<b>Salary</b>		<b>Pay Level</b>	
<b>Approved Classification</b>			
<b>Approval Date</b>			

September 2019