



WEST HANTS REGIONAL MUNICIPALITY

JOB DESCRIPTION

Temporary Water/Wastewater Treatment Plant Operator

Position Title: Water/Wastewater Treatment Plant Operator

Department/Division: Public Works

Reports To: Manager Environmental Operations and Water and Wastewater Supervisor

Direct Reports: No

Pay Level: Hourly rate as per CUPE Collective Agreement: \$29.06-\$38.69, plus additional remuneration upon completion of various certifications.

Classification: Temporary Employee as per the collective agreement between the Municipality and Canadian Union of Public Workers Local 1089

Revision Date: July 2026

POSITION SUMMARY

Reporting to and under the direction of the Managers of Water/Wastewater, the Water/Wastewater Treatment Plant Operator is responsible to monitor, operate and maintain mechanical, chemical and analytical systems related to the West Hants Regional Municipality's Water and Wastewater Treatment Facilities.

The Water/Wastewater Treatment Plant Operator is responsible to provide safe, clean water to the community and ensure the proper treatment of wastewater in accordance with provincial and federal regulations and is directly responsible for the water distribution system.

Regular hours of work are Monday – Friday 7:30am-4:00pm, option for summer hours 6:30am-3pm with unexpected overtime evenings and weekends if required.

JOB DUTIES AND RESPONSIBILITIES

- **Operates and monitors Water Distribution and Wastewater Utility Facilities**
 - Maintain all mechanical equipment based on manufacturers specifications.
 - Maintain operational records for the facilities in an organized manner.
 - Backwash filters, manage wastewater and sludge as required.
 - Adjust chemical dosages. Calibrate and maintain chemical feed systems as required.
 - Collect and analyze chlorine residual samples throughout the distribution system and adjust flushing stations accordingly.

- Top up and mix chemicals as needed. Change chlorine and sulphur dioxide gas cylinders.
- Lab Work - collect, analyze, and send out daily, weekly, and quarterly water and wastewater samples. Interpret and record in-house sampling results and make process adjustments if necessary.
- Log lab stats and daily rounds data to Excel spreadsheets when required.
- Maintain and calibrate all analytical systems as required.
- Perform daily rounds to ensure all mechanical, chemical, UV disinfection systems, screening units, conveyors and compactors, blowers / diffusers and all other associated equipment and analytical systems are in proper working order and conduct proper preventative maintenance when scheduled or required.
- General cleaning and housekeeping. Snow removal around doors, walkways and loading docks.
- Equipment and vehicle cleaning and maintenance.
- Respond to water quality complaints, metering concerns, and any public requests in a prompt and courteous manner.
- Lift stations – inspect daily. Record pump hours and amperages. Clean floats and level sensors. Pull pumps as required for maintenance / inspection and debris removal. Building and site maintenance.
- Monitor pressure reduction chambers, record readings, and adjust as required.
- Maintain equipment, tools, and inventory of all treatment chemicals, supplies, materials and spare parts. Inform Manager when restock is required.
- Maintain lagoon aeration systems and related equipment.
- Maintain solids removal equipment including changing screens and brushes, installing bag refills and changing bins.
- Assist in locating and operating distribution valves during water breaks.
- Be part of an on-call rotation and respond to after hour emergency callouts.
- Standpipe - adjust altitude valve to control flows. Collect chlorine residual samples and calibrate analyzer as needed. Maintain hypochlorite supply.
- Test emergency generators to ensure proper operation.
- Watershed monitoring, inspections and lake samples, GPS work. Service road clearing.
- Water meters – perform meter readings, installations, testing, repairs and replacement. Verify new water meter connections meet installation requirements. Work with administrative staff on water meter work orders / shutoffs and assure proper accurate operation of metering system.
- Ensures Municipal Compliance
 - Operates West Hants Regional Municipality's Water and Wastewater Plants under the following Permits to Operate (Nova Scotia Environment):
 - Water Supply-Mill Lakes & Falls Brook (2012-083562)
 - Water Supply – French Mill Brook – (2018-102523-00)
 - Water Supply – Davidson Lake – (2014091953-T01)
 - Approval to Operate WTP – (2010-075258-06)
 - Approval to Operate WTP – (2008-061216.05)

- Approval to Operate WTP - (2001-019707-R01)
- Approval to Operate STP - (2005-050013-A01)
- Approval to Operate STP – (2019-2557440-00)
- Approval to Operate STP – (2020-2710860-00)

JOB REQUIREMENTS

Qualifications:

- Must have a high school diploma, or equivalent.
- Two years post-secondary technical certification from an accredited college or university considered an asset.
- Nova Scotia Driver's License (Class 5).
- Prior experience and knowledge in the operations, maintenance, and repair fields of Water & Wastewater Treatment, Water Distribution and Wastewater Collection systems
- Must have a minimum Water Treatment Class 1 certification, with Wastewater Treatment considered an asset

Assets & Skills:

- Prior knowledge and or understanding of water chemistry is considered an asset.
- Background in electrical and mechanical fields is considered an asset.
- Sound analytical thinking, troubleshooting, planning, prioritization, and execution skills.
- Proficient with several computer-based applications including basic word processing, spreadsheets, e-mail, internet browsers and SCADA software.
- Excellent verbal and written communication skills.
- High degree of accuracy and attention to detail, and ability to accurately record data.
- Strong work ethic and positive team attitude.
- Self-motivated with the ability to maintain a high-performance level when working independently.
- OHS training in Confined Space Entry, Fall Arrest and WHMIS, or willing to obtain.
- Knowledge of emergency preparedness methods, techniques and procedures is considered an asset.
- Nova Scotia Driver's License Endorsements 03 and 15 is considered an asset, or willing to obtain
- TDG (Transportation of Dangerous Goods) training, or willing to obtain.