

**Township of Cavan Monaghan
Job Description**

Position: Water Wastewater Operator - Water

Reports to: Director of Public Works

This Job Description is revised: March 2026

Page 1 of 5

Job Summary

Water Wastewater Operator

Reporting to the Water Wastewater Manager, the Water Operator will assist in the day-to-day operations related to the Township's water and wastewater systems while working in compliance with all applicable regulatory requirements. The Township's existing Water Wastewater System is a Class 2 Water Distribution and Supply (WS), a Class 2 Wastewater Collections (WWC) and a Class 3 in Wastewater Treatment (WWT). The Water Operator assists in the maintenance, repairs, administration, reporting, and cleaning tasks at and on the Millbrook Wastewater Treatment Plant (WWTP), Millbrook Sewage Pumping Station (SPS), Millbrook Water Treatment Plant (WTP), and Millbrook Water Storage Facility and Booster Station and related assets.

Duties and Responsibilities

1. Under the day-to-day direction of the Manager, perform operations and maintenance activities supporting the optimal operation of the Millbrook WWTP, Millbrook SPS, Millbrook WTP, and Millbrook Water Storage Facility and Booster Station and related assets.
2. Assist the Manager to ensure that all systems and plant processes are properly monitored and controlled.
3. Assist in monitoring and interpreting the Supervisory Control and Data Acquisition (SCADA) system for all assigned systems to ensure that daily operations comply with and fulfill the requirements of environmental legislation, including, but not limited to, the Municipal Drinking Water License, Permit to Take Water (PTTW), and applicable Environmental Compliance Approval (ECA).
4. Operates pumps, compressors, etc. Adjusts chlorinator, chemical feed pumps, valves, and other operational equipment, to ensure that the correct dosages and proper plant operations are maintained.
5. Performs assigned duties such as janitorial cleaning, chemical mixing, filter washing, minor maintenance of equipment, and switches chlorine cylinders.

6. Reports and documents in the plant log, all unusual operating conditions and equipment needing service.
7. Respond appropriately to alarms and messages generated by the Supervisory Control and Data Acquisition (SCADA) System.
8. Assist in controlling plant processes by:
 - Operating pump controls and valve controls for pumping of all process streams.
 - Mix, monitor, and adjust process chemicals to ensure adequate treatment.
 - Record and analyze flow rates, chemicals used, chlorine residuals, turbidity, and other process readings as required.
 - Record and analyze chemicals used, process water and wastewater flow calculations.
 - Calculate, record, and analyze the amount of wastewater treated, the daily and monthly flows, and standby equipment running hours.
9. Assist in performing preventative and emergency maintenance work on all assigned systems including:
 - Inspect process control equipment to ensure proper operation.
 - Check well and level of groundwater to ensure aquifer is not over-pumped.
 - Open, exercise, and flush water hydrants annually, make repairs and winterize each fall.
 - Inspect and continually monitor stand-pipe exterior reservoir through visual inspection, checking controls and valves, and by monitoring pressure and water levels.
 - Inspect and continually monitor systems, visually, for major leaks, damage or other maintenance requirements.
 - Check pumping station and grounds to ensure proper operation and complete routine readings.
 - Routinely conduct water/wastewater sampling/testing throughout the system in accordance with Environmental Laws, including any applicable permits and licenses.

- Calibrate and service equipment in accordance with any applicable legislation and manufacturer recommendations and ECA.
 - Complete routine cleaning of various processes to ensure proper operation and treatment.
10. Perform internal operational data forms for statistical input including recording all required flow readings.
 11. Maintain detailed daily records of all preventative and corrective maintenance performed, in accordance with Ministry of the Environment Regulations.
 12. Install, replace or repair water services, hydrants, mains, and other related appurtenances as required.
 13. Performs minor standardization and calibration on instruments.
 14. Performs and assists with confined space entries, and uses self-contained breathing apparatus, as required.
 15. Operate and maintain Township owned vehicles, equipment, tools and assets.
 16. Dealing with the general public in regard to emergencies, inquiries and investigations.
 17. Sample Small Drinking Water System's owned and operated by the Township.
 18. Report suspicious or malicious activities related to SCADA and/or facilities.
 19. Troubleshooting equipment and processes.
 20. Adhere to all Township by-laws and policies.
 21. Maintain all required certifications and ensure all necessary training is current.
 22. Other duties as assigned

Work Conditions

- The position has exposure to treatment chemicals, physical stress, working at heights, confined spaces, and all types of weather.
- Requires working outside normally scheduled hours, including evenings, weekends, and statutory holidays when needed to handle emergencies.
- Must be available for overtime and the ability to be on-call after regular working hours as part of a rotation. Must be able to respond to on-call within 1 hour.
- The position is physically strenuous and demanding. Must have ability to perform

manual labour, lift (up to 30 pounds), pull and manage equipment and objects.

- This position requires the transportation and handling of potentially dangerous materials.

Education/Experience

- Minimum Grade 12 GED
- Post-secondary education in Environmental or Civil Engineering is considered an asset.
- 2 years' experience in a Municipal Water and Wastewater systems.
- Currently hold and maintain valid certifications in the following:
 - Class 1 Water Distribution and Supply (WS)
 - Minimum OIT in Wastewater Treatment (WWT)
 - Minimum OIT in Wastewater Collection (WWC)

Skills/Abilities

- Knowledge of the Ministry of the Environment regulatory requirements in Municipal water and wastewater systems.
- Must have a working knowledge of computers including ability to use: SCADA, CityWide, Outlook, Excel, Word.
- Knowledge of the Occupational Health and Safety Act and other relevant regulatory and legislative acts, codes, policies, guidelines and procedures related to water and wastewater operations and maintenance; health and safety procedures/WHMIS.
- Analytical, problem-solving, planning and scheduling skills required to effectively inspect, operate and monitor the facilities and processes and equipment.
- Familiarity with computers, including monitoring and operating systems.
- Must possess as a minimum a valid Class "G" Ontario Drivers License and maintain a satisfactory driving record.
- Ability to work in a fast-paced environment.
- Mechanically and electrically inclined.
- Good oral and written communication skills to liaise with a variety of people including coworkers, clients, suppliers, while keeping accurate logs and writing reports.

Please note: The above statements reflect the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational or operational requirements.

Reviewed By:

L. Hurley
Chief Administrative Officer

March 2/2026
Date

