

Position Description

Position Title:	Chief Operator Water Treatment Plant
Reports to:	Town Engineer
Status:	Regular Full-time
Department:	Water Treatment
Hours of work:	8:00am to 4:30pm
Updated:	July 2026

SCOPE

Reporting to the Town Engineer, the Chief Operator (CO) is in Overall Direct Responsible Charge (ORDC) of the Town's Water Treatment Facility and directly related operational infrastructure (reservoirs, PRV stations, etc.). The CO provides operational supervision, and direction for all water treatment related activities.

QUALIFICATIONS

The ideal candidate will have the following minimum qualifications:

- High School Completion Certificate, or equivalent
- Two years post-secondary education and/or certified in a trade related to water treatment or water technology work.
- Certification as a Class III Treatment Operator for water.
- A minimum of 3 years previous supervisory experience in a similar or related role.
- Valid Class 5 Nova Scotia Driver's Licence.

ROLES AND RESPONSIBILITIES

- Provides supervision and direction of all operational activities at the treatment facility and related remote infrastructure.
- Responsible for determining, monitoring, and achieving treatment process operating targets to ensure finished water quality complies with the Approval to Operate (ATO) and applicable regulatory requirements.

- Ensures operations are conducted within the design capabilities of the facility and in accordance with accepted engineering practices to maintain treatment process performance and finished water quality.
- Ensures proper day-to-day monitoring and record keeping.
- Ensures sampling and analysis of critical stages of the treatment process, as well as finished water, are conducted for monitoring purposes and to maintain compliance with the Approval to Operate (ATO).
- Supervises the treatment plant laboratory, ensuring analyses are performed in accordance with Standard Methods and that laboratory equipment, chemicals, and supplies are maintained.
- Conducts operational activities, laboratory analyses, evaluations, troubleshooting, and problem solving for mechanical, electrical, chemical feed, instrumentation, SCADA systems, and related remote water treatment infrastructure.
- Establishes and maintains SCADA alarm setpoints to ensure operators are alerted when treatment process performance or finished water quality deviates from established operating targets.
- Responsible for the operation, monitoring, maintenance, and troubleshooting of related remote water treatment infrastructure, including reservoirs, water pumping stations, pressure reducing valve (PRV) stations, instrumentation, and associated SCADA systems.
- Schedules and plans regular maintenance on equipment and infrastructure.
- Maintains an adequate inventory of critical mechanical parts, treatment chemicals, electrical and automation components, laboratory supplies, and other essential operational materials to ensure continuous operation.
- Responsible for procuring operational, chemical, mechanical, electrical, instrumentation, automation, and safety equipment required for facility operations and upgrades, including obtaining quotations in accordance with Town purchasing policies, and supervising installation, testing, and commissioning to ensure proper operation.
- Ensures equipment repairs, maintenance activities, and contractor work comply with current engineering standards, manufacturer recommendations, and Town requirements.
- Supervises and directs all treatment plant operators to ensure operations are conducted safely, efficiently, and in compliance with regulatory requirements.
- Ensures all operational activities are conducted in accordance with applicable health and safety legislation, Town policies, and safe work practices.
- Works with the Town Engineer and Human Resources to recruit, interview, evaluate, and recommend the hiring of operational staff as required.
- Communicates regularly with the Town Engineer, provincial regulators, engineering consultants, local contractors, and other Town departments, providing timely operational information as required.

- Prepares and maintains operational reports, plans, protocols, standard operating procedures, emergency response procedures, and safe work practices related to the operation of the water treatment system.
- Advises the Town Engineer on annual operating budget requirements, capital repairs, equipment replacement, asset management, and capital improvement projects as required or directed.
- Immediately notify the Town Engineer of any operational event, process upset, or actual or potential non-compliance that may require regulatory notification or corrective action.

KEY PERFORMANCE COMPETENCIES

- Thorough knowledge and understanding of water treatment processes, chemistry, and operations in accordance with current engineering standards, industry best practices, and regulatory requirements.
- Thorough knowledge of the operation, maintenance, troubleshooting, and optimization of treatment processes, pumps, motors, valves, instrumentation, metering and control systems, chemical feed systems, Supervisory Control and Data Acquisition (SCADA) systems, and related remote water treatment infrastructure.
- A complete understanding of the water treatment facility's ATO to ensure finished water is within regulatory requirements for quality.
- Strong problem identification and resolution skills.
- Ability to plan, prioritize and supervise the execution of all required water operational activities to ensure that treatment objectives have been met.
- Able to effectively communicate both verbally and in writing as necessary and/or directed
- Strong work ethic and supervisory skills that will ensure a positive team environment.