



Position Description

Position Title: **Water Treatment Plant Operator**

Reports to: Chief Waste Water Treatment Plant Operator

Status: Regular Full-time

Department: Water Treatment

Hours of work: 8:00am to 4:30pm

Updated: June 2025

SCOPE

This position will include but is not limited to all work activities required for operation of a class III water treatment facility and its associated treatment related delivery infrastructure that is on and off site. The water treatment process includes dissolved air floatation, with triple media filtration, and chlorination. This treatment facility is a continuous operation, ensuring safe potable water for the Town of Yarmouth and surrounding community, and will include work afterhours, weekends and holidays as required.

MINIMUM QUALIFICATIONS

The ideal candidate will have the following minimum qualifications:

- Completion of a 2-year technical program related to Water Treatment;
- Completion of Operator-in-Training Water Treatment Certificate;
- Demonstrated mechanical ability and experience
- Must be physically fit in order to open and close valves, climb and descend ladder, lift heavy loads etc.
- Possess a valid driver's license

ROLES AND RESPONSIBILITIES

- Operation, monitoring, maintenance, and repair of all related mechanical, electrical, HVAC, SCADA, chemical feed systems, and potable water treatment related delivery infrastructure
- Utilizes and employs standard best practices of water treatment theory, operation, and technology during assigned daily operations
- Conducts daily operational activities as required to ensure water effluent quality meets municipal and regulatory and federal government requirements
- Conducts and records a daily complete plant inspection, including all Supervisory control and Data Acquisition (SCADA) information
- Records information during plant inspection from flow meters, chemical metering equipment, gauges, status monitors, equipment status, etc., on standard check lists
- Reports problems found, or areas needing attention, to the Chief Operator
- Troubleshoot and repair equipment according to best standards of practice, and using manufacturer's manuals for recommended procedures as required, when problems are identified
- Conducts daily quality analyses on raw, in-treatment stream, and finished, water as per the operating permit, as assigned, and as necessary to monitor treatment status, and adjust operations as required or directed
- Conduct regular calibrations of chemical feed equipment to verify feed rates are at target set points
- Conduct regular calibrations of all inline instrumentation to verify accuracy of key quality indicating parameters
- Adjust chemical dosages as required to attain treatment targets
- Determine and maintain proper clear well levels and associated pump flow rates to meet daily demand and filter backwash requirements
- Daily operational requirements will include conducting troubleshooting activities as necessary to ensure proper efficient equipment function
- Collect representative water samples both in plant and at various key points throughout the distribution system to monitor treatment efficiency, verify water safety, and to ensure disinfection targets and compliance requirements are met as directed
- Check all remote associated water utility infrastructure daily, or as assigned, and report to the chief operator
- Ensure daily treatment activities are conducted to meet operational targets and that treated water is meeting quality targets at all times as set by the Chief Operator
- Maintain all required records and logs such as raw and finished flow rates, operational activities, monitoring, and adjustments, equipment maintenance, and water utility infrastructure status
- Conduct routine preventive maintenance on plant equipment including mechanical and electrical work, cleaning, lubricating and replacing equipment parts
- Regularly conduct routine building and grounds maintenance as needed, including snow plowing, building cleaning, etc.

- Meet with outside contractors as necessary to allow supervised access, repair/calibration work, and to provide information when required
- Regularly ascertain and report, required repair parts and tools as needed
- Must be available for, and willing to, work overtime as required, day or night all days of the week on a regular basis
- Regularly make proper and effective decisions, following plant protocols and standard practices of water treatment, when monitoring indicates adjustments are required to meet targets
- Operate computer control systems effectively to conduct necessary daily operational activities, adjustments, and monitoring as required
- Conduct maintenance and/or repair activities in confined spaces as required and directed
- Conduct maintenance and/or repairs as required on various hazardous chemicals delivery/storage systems while using facility personal safety equipment, and protocols
- Complies with all Occupational Health and Safety program, legislations and regulations.
- Will participate, maintain, and successfully achieve requirements of annual water treatment related training, to keep relevant operational certificates valid