



## TOWN OF PILOT BUTTE WATER & WASTEWATER OPERATOR

The Town of Pilot Butte is currently accepting applications for a permanent full-time Water & Wastewater Operator.

The Town is a vibrant community conveniently located just 8km east of the City of Regina with a current population of 2137. The diversity of our residents and their willingness to give back to their community represents only a small portion of the spirit and drive that sustains our foundation as a whole.

The Water & Wastewater Operator is under the direct supervision of the Director of Water & Wastewater and responsible for the overall operations of the Pilot Butte Water Treatment Plant, Wastewater System and Water Distribution System.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Standby for Town of Pilot Butte on a 7/24 basis – call out of appropriate personnel for all after hours and emergency situations that require immediate attention – standby responsibilities will be shared with Director of Water & Wastewater and if necessary by the maintenance department on an as needed basis
- Assist in operation and maintenance of the water treatment plant, water distribution system and wastewater system. Maintain, operate and perform lab analysis for the water treatment plant and wastewater system as required by Water Security Agency Regulations
- Maintain and operate the lift stations and lagoon – daily checks/record pump operations and add chemicals if required
- Daily, weekly and annual routine and preventative maintenance and repairs, as well as documentation, records generation and retention required to satisfy operational requirements and Water Security Agency Regulations
- Assist in scheduling and supervision of contractors
- Assist the Public Works & Maintenance Department as assigned by Director of Water & Wastewater
- Fire hydrant maintenance, valve inspections/maintenance
- Installation of water meters and new building inspections
- Manhole inspections
- Respond to consumer complaints and turn water on/off at addresses
- Any other duties as assigned by Director of Water & Wastewater

### Reports and Meetings

- Provide written reports as required for regular scheduled and special council meetings
- Provide written reports to Director of Water & Wastewater and other levels of government
- Attend Council meetings as required
- Attend department meetings as required

### PREFERRED QUALIFICATION

- Preference to local residency or immediate neighboring area
- Valid driver's license
- Energetic, enthusiastic, and highly professional with superior judgment.
- Ability to maintain the highest level of confidentiality.

- Exceptional communication (both oral and written) and interpersonal skills with the general public, contractors and other town departments
- Knowledge and understanding of Workers' Compensation practices/protocols, Workers' Compensation Act and OH&S Regulations and other
- Be knowledgeable of Safety Policies and Procedures
- Criminal Record Check (Vulnerable sector required)
- Drivers Abstract required
- Bondable

#### **Education Requirements**

- Wastewater Treatment Class 1 Certification
- Wastewater Collection Class 1 Certification
- Water Treatment Class 1 Certification
- Water Distribution Class 1 Certification
- WHMIS
- First Aid/CPR
- Confined Space Training

Please apply with resumes via mail, email, fax or in person to:

Tracey Hendriks  
Organizational Development Officer  
222 Diamond Place  
Box 253  
Pilot Butte, SK  
S0G 3Z0  
Email: [odo@pilotbutte.ca](mailto:odo@pilotbutte.ca)  
Fax: (306)781-4477

\*\* Only those individuals who are selected for interviews will be contacted.