**Job Posting**

**Driver & Water Distribution Operator**

The Parrsboro Driver & Water Distribution Operator position is responsible for the day-to-day operations and maintenance requirements for the water distribution system including the flow, storage tank, repairs to the system, water quality sampling, customer connections, and annual flushing. This position works with the Water Treatment Operator as required and necessary to maintain the operation of the water distribution system. The Operator may be required to assume the Overall Designated Responsible Charge (ODRC) designation.

In addition to water distribution, this position is responsible for driving and operating mobile equipment used in the performance of all municipal transportation related activities, including snow removal, materials handling, repairs and maintenance of water treatment and distribution and wastewater collection facilities, as well as well as, other tasks that address the needs of citizens in the delivery of public services.

Please visit our website at www.cumberlandcounty.ns.ca for a detailed position description and pay scale.

The position competition closes Thursday, August 31, 2023 at 2:00 pm.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist
1395 Blair Lake Rd
Upper Nappan NS B4H 3Y4

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Driver & Water Distribution Operator"

MUNICIPALITY OF THE COUNTY OF CUMBERLAND
Position Description

# Driver and Water Distribution Operator

*Engineering & Operations Department*
*(Parrsboro)*

## Overview

The Parrsboro Labourer/Equipment Operator position is responsible for the day-to-day operations and maintenance requirements for the water distribution system including the flow, storage tank, repairs to the system, water quality sampling, customer connections, and annual flushing. This position works with the Water Treatment Operator as required and necessary to maintain the operation of the water distribution system. The Operator may be required to assume the Overall Designated Responsible Charge (ODRC) designation.

In addition to water distribution, this position is responsible for driving and operating mobile equipment used in the performance of all municipal transportation related activities, including snow removal, materials handling, repairs and maintenance of water treatment and distribution and wastewater collection facilities, as well as well as, other tasks that address the needs of citizens in the delivery of public services.

This position reports to the Parrsboro Operations Supervisor

## Position Responsibilities

a) Drive and operate mobile equipment including trucks, backhoes, loaders and graders to excavate, move, load and grade earth, rock, gravel, snow, ice or other materials to provide repairs and maintenance that address the needs of citizens in the delivery of public works, water and sewer utilities;

b) Vehicle and equipment operational checks and minor maintenance are performed in a consistent manner and according to internal departmental and other standards

c) Conduct pre-operational checks on equipment and clean, lubricate and refill equipment and provide minor maintenance on equipment;

d) Make recommendations and execute facility improvements, maintenance, preventative maintenance and upgrades to facilities as well as any related equipment;

e) Support the operation of the Water Distribution System to ensure compliance with Nova Scotia, Federal and Municipal water quality guidelines and regulations;

f) Perform inspections, repairs, replacements, new installations, and maintenance of the Water Distribution System. Collaborate with the ODRC and assist the Public Works Supervisor to identify labour, materials, and equipment and timing resources to carry out necessary activities;

g) Maintain data and testing records for the water utility distribution system as required by regulators.

h) Perform other reasonably related duties as assigned, including assuming Overall Direct Responsible Charge (ODRC) designation subject to appropriate training and certification and conditions and articles of the current collective agreement;

i) Perform work outside regular working hours and during inclement weather conditions to provide repairs and maintenance to services in response to emergency situations including alarms during off hours and/or non-scheduled workdays;

j) Act as a labourer at street, sidewalk, water treatment and distribution and wastewater collection and treatment jobsites, and other public works jobsites;

k) Perform traffic control;

l) Health and safety – acts with others inside and outside the team to implement and act in accord with effective health and safety plans.

## Qualifications

Grade XII

Must possess a valid Nova Scotia Class 3 Driver's Licence with Air Brake designation (or prepared to obtain)

Certification as Water Distribution Operator Level 1 (or prepared to obtain)

WHIMS, First Aid, Traffic Control Person, Fire Extinguisher use, Defensive Driving, Excavation Safety, Fall Restraint, Temporary Workplace Signer, Workplace Inspections, Due Diligence, Lockout and Confined Space and Advanced Incident Investigation certification required (or willing to obtain within 12 months or as training available)

## Terms and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|---|---|---|---|---|---|
| $47,840 | $49,660 | $51,480 | $53,300 | $55,120 | $56,940 |

The Municipality's *Personnel Policy* should be referred to for additional information regarding conditions of employment.