

## Town of Trenton

Working Title	Date Prepared
<i>Manager of Water Works</i>	July 25, 2022
Department	
Water Works	

### Overall Purpose

- To oversee the complete operations of the potable water treatment facility, collector system and distribution.
- To produce a safe and healthy water supply for all residents and other users.
- To comply with the Approval to Operate (Water Treatment Plant) and Approval to Withdraw (Groundwater Wells) issued by the Province of Nova Scotia including the maintaining and protection of the Town Source Water Production Wells.

### Key Responsibilities

- To manage the operations along with other members of staff to ensure the compliance and capacity for freshwater distribution.
- To ensure municipal water supply with constant monitoring and testing of the water systems within the Town in accordance with the Town's Approval to Operate and all other relevant standards.
- To ensure all standards are met and recorded to ensure documentation and proper reporting.
- Chair the Water Source Protection Committee.
- Ensure proper supply and service contracts are in place.
- Assist the CAO in budget preparation as well as Request for Proposals as required.
- Assess the day-to-day needs of the water treatment facility.
- Participate in asset mapping to help progress the Town's Asset Management Planning.
- Develop and ensure up to date manuals for the Operations.
- Maintain Water Treatment Plant building, chemical feed pumps, flow meters, greensand filters, backwash pump, testing instruments, grounds, etc.
- Along with the O1 Water Operator, perform daily water testing at the Water Treatment Plant where applicable.
- Perform quarterly meter readings where applicable.
- Maintain all Source Water Production Wells including electrical, pumps, AC drives, water levels, building, grounds, etc.
- Maintain Booster Station, pumps, electrical, AC drives, PEC Programming, etc.
- Maintain Reservoir and water level in Reservoir for consumption and fire protection
- Oversee Installation, construction, repair and replacement of resident meters and radio frequency boxes.

- Respond to complaints about water quality.
- Watermain leak detection.
- Maintain certificates for Operators.
- Or any other tasks as defined by the CAO related to the Water Works Department.

## **Reporting Relationships**

### **This Job Reports to:**

- Chief Administrative Officer or Designate.

### **Job Titles and number of incumbents reporting to this job: (if applicable)**

- Seasonal or Casual workers
- Water Treatment Operator 01 or 02 (in training)
- Maintenance personnel or contracted service providers

### **Contacts (Typical)**

- Department of Environment and Labour
- Providers of goods and services
- Town Administration and other departments
- Consultants and other professionals
- Residents of the Town

### **Innovation**

- To apply knowledge and experience to ensure the efficiency and effectiveness of the water distribution system and the assurance of safe and healthy water
- To ensure that the operations are secure and in good working order
- To ensure policy and by-laws, where applicable, support the efforts of the Town to secure the water supply and safety of the water and operations

### **Decision Making**

- To adjust chemical feed pumps
- Determining which Source Water Production Wells to turn on or off to keep reservoir full
- To adjust the chlorine level to meet approval
- To calibrate instruments
- All decision making in connection to Key Responsibilities
- Daily chemical test, keeping chemical feed pumps operating and tanks full
- Responses to concerns from Town Administration and Residents

## Impact of Results

- Safe and compliant supply of drinking to the residents
- Availability of resident water supply for use and fire protection

## Working Conditions

### **A Physical Environment**

- Exposure to corrosive chemicals and high voltage electricity
- Surrounded by noisy equipment

### **B Physical Effort**

- Moving very large drums and buckets possibly 600lb drums and 55lb buckets for chemicals
- On call 24 hours for water matters.
- Public health and safety
- Dealing with priorities and concerns from residents

### **C Sensory Attention**

- Monitoring SCADA data
- Checking pumps to see if they are operating correctly
- Making sure filters are backwashing and removing iron and manganese

## Other

- The successful candidate should have training and certification in Water Treatment Operation with at least Level II of IV to your credit, or capable of, and willing to, obtain Water Treatment Operation Level II within the first three (3) months of employment, as well as through continuing education units to maintain the level.
- Have working knowledge of computer hardware and software that is directly connected to water treatment management with preference of SCADD program and application.as well as reporting
- Be flexible with working hours and availability.

Verification:

*This job description has been approved by the Director/Manager and Director of Human Resources as an accurate description of the job as of:*

Incumbent's Signature and Date:	
Director/Manager's Signature and Date:	
HR Director's Signature and Date:	
CAO's Signature and Date:	

Compensation & Classification USE ONLY			
Salary		Pay Level	
Approved Classification			
Approval Date			