



Village of Bittern Lake

Water Operator Detailed Job Description

The main responsibility of this position is the general maintenance of village facilities including water and sewer systems. The incumbent reports to the CAO.

Specific Duties:

The following is not an exhaustive list of tasks and duties. It is provided as a guide for the main duties and tasks required to be completed. Other tasks and duties will likely arise throughout the year and beyond, as the position evolves.

- 1. Monitor water plant.**
 - a. Daily reading and recording at water plant and data entry into computer spreadsheet (daily report and monthly report).
 - b. BacT samples taken once a week to Camrose Health Unit for testing.
 - c. Complete the quarterly THM testing as required.
 - d. Maintain a logbook for daily activity (meetings, recordings, maintenance, etc.) All logbooks must be kept for 7 years when completed.
 - e. Maintain a valid Small Water and Waste-water Certification.

- 2. Monitor and repair the main water and sewer lines.**
 - a. Be ready to call for assistance with water line breaks.
 - b. Open and close curb stops with assistance from Public Works operator as required.
 - c. Supervise the installation of new lines and services with assistance from Public Works operator as required.
 - d. Be aware of resources from which to acquire supplies and materials.

- 3. Complete seasonal flushing of the sewer lines and fire hydrants.**
 - a. Become familiar with the operation of sewer flushing unit jointly owned by the municipalities within Camrose County.
 - b. Book the use of the sewer flushing unit with the municipality that houses the sewer flushing unit (Bashaw).

- 4. Monitor and maintain the water reservoir, water plant and wastewater lagoon.**
 - a. Become familiar with the operating systems of these facilities.
 - b. Establish monitoring and maintenance checklists for each of the systems.
 - c. Pump off Lagoon and send samples for testing as required.



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5. **Monitor all water works projects as approved by Council through the budget process.**
 - a. Water and/or sewer line replacement, construction, etc.

6. **Complete necessary office work as required.**
 - a. Submit work orders to the Assistant CAO.
 - b. Become familiar with and abide by the Alberta Environmental and Occupational Health & Safety procedures.
 - c. Drinking Water Data submission (electronic) – monthly.
 - d. Annual Water Report submission (electronic) – yearly.
 - e. Monthly Water meter readings.

7. **Assist Public Works operator when time allows and as required.**
 - a. Duties will be assigned by the Public Works Operator/Foreman.

8. **Complete other projects and duties as assigned by the CAO.**
 - a. Attend council or committee meetings as requested by the CAO.

Initials _____