COMMUNAUTÉ RÉGIONALE DE
Campbellton
REGIONAL COMMUNITY

Job Description

Water and Sewer Operator
Treatment and Distribution
0, I, II, III, IV certifications

Disclaimer Statement:
Usage of the masculine form throughout the document is for convenience only and refers to women and men alike.

Department:	Water & Sewer
Job Title:	Water and Sewer Operator
Reports to:	Water and Sewer Manager
Last revised date:	June 27, 2024

WATER AND SEWER OPERATOR

1. IDENTIFICATION

1.1	Organisation:	Campbellton Regional Community ("City")
1.2	Department:	Water & Sewer
1.3	Job Title:	Water and Sewer Operator
1.4	Job Status:	Unionized – CUPE Local 76
1.5	Immediate Supervisor:	Water and Sewer Manager
1.6	Last revised date:	June 27, 2024

2. TASKS AND RESPONSIBILITIES

2.1 Summary of Responsibilities

This is a role of progressive responsibility through the acquisition of provincial certifications in the operation, maintenance and repairs of water distribution and treatment systems and sewer collection systems.

2.2 Health and Safety Responsibilities

The incumbent is responsible to conduct himself in a way that ensures his own health and safety and that of other persons at work. He must be conversant with the safety rules and regulations of the City. He is required to report to his immediate supervisor the existence of any hazards of which he is aware. He must also use or wear such protective equipment as required by regulation or as recommended by manufacturer. He has to inform his supervisor of any task for which he feels he has not received proper training.

2.3 Tasks Profile

- Collect and test water samples to ensure drinking water quality.
- Monitor computerized control systems and equipment.
- Log data, update plans and records.
- Coordinate and carry-out maintenance and repair of water and sewer systems.
- Clean and flush water and sewer systems.
- Install or replace water and sewer services.
- Calibrate online and portable monitoring equipment.
- Deal with system emergencies.
- Repair and install equipment.
- Respond to alarms and troubleshoot.

- Inspect systems, equipment and facilities and identify any elements that could threaten their functional integrity.
- Prepare reports.
- Respond to customer inquiries and concerns.
- Perform manual tasks (maintenance work) and other physical demanding job tasks as assigned.
- Perform any other related tasks as assigned by immediate supervisor.

3. AUTHORITY LEVEL

The incumbent reports to the Water and Sewer Manager and has no authority over staff.

4. POSITION REQUIREMENTS

4.1. Mandatory Education

- High school diploma (Grade 12) and successful completion of the Test of Workplace Essential Skills (TOWES) or equivalent.
- College diploma or Journeyman Certification issued by the Province of New Brunswick in a related field.

4.2. Special Knowledge and Skills

- Mechanically inclined.
- Previous experience working with small pumps and motors (considered an asset).
- Computer literate.
- Ability to learn, reason and make decisions.
- Troubleshooting skills.
- Record keeping skills.
- Knowledge of current NB health and safety legislation and practices.
- Keen interest in water quality and treatment.
- Other related skills such as mechanic, electrical or plumbing abilities will be considered valuable assets.

4.3. Mandatory Requirements and Experience

- Obtain Province of New Brunswick Water Distribution level II certification within the time prescribed by the City.
- Obtain Province of New Brunswick Water Treatment level II certification within the time prescribed by the City.
- Obtain Province of New Brunswick Sewer Collection level II certification within the time prescribed by the City.
- Obtain Occupational Health and Safety certifications required for the position.
- Participate in all training opportunities and obtain future certifications applicable to the position, as required by the employer.
- Have a valid class 3E driver’s license.

- Have successfully completed a criminal background verification.
- Have successfully completed a driver`s abstract verification.
- Be available to be placed on-call and work overtime when requested.

4.4. Behavioral Competencies

- Energy, motivation, initiative, and pride
- Dependability
- Ability to follow orders from immediate supervisor
- Teamwork
- Ability to work independently
- Rules-following and respect for safety
- Decision-making abilities
- Attention to details
- Results orientation
- Stress tolerance and self-control

5. REMUNERATION

- $25.81 to $26.96 per hour (2024 rates), as per the Collective Agreement
  The Collective Agreement is currently under negotiation; any adjustments resulting from negotiations will be applied in accordance with the finalized agreement.
- Once the probation period is over, the incumbent is entitled to the benefits offered by the City.

6. HOURS OF WORK

- As per Collective Agreement – Regular hours: 8 a.m. to noon and 1 p.m. to 5 p.m.

7. WORK ENVIRONMENT

- Indoor and outdoor – Year-round basis.

8. TRAVEL REQUIREMENTS

- Occasional travel for training purposes

9. OPERATIONAL REQUIREMENTS

- Availability for overtime work is required – Evenings and weekends.
- Availability to be placed on-call on a rotation basis is required.

10. JOB DESCRIPTION APPROVAL

10.1 Departmental Level

Approved by: Lahouari Sellami Initials: _____

Title: Water and Sewer Manager

Date of Approval: January 7, 2026

10.2 City Administration Level

Approved by: Manon Cloutier Initials: _____

Title: Chief Administrative Officer

Date of Approval: June 27, 2024

11. RECEIPT BY INCUMBENT

I have received a copy of this job description

Name: _____

Signature of incumbent:_____

Date: _____