



Internal/External Job Posting  
**Water Distribution and Supply Operator**  
**6 – Month Contract Position**  
Competition #2024-27

The Town of Penetanguishene is a picturesque bilingual community with a population of approximately 10,000, located on the southerly tip of beautiful Georgian Bay.

Under the direction of the Chief Water Operator, the Water Distribution and Supply Operator assists with the operation, maintenance and construction of the municipal water distribution and supply systems. This position must have knowledge of the requirements to repair and install water mains, water meters and appurtenances, as well as the maintenance requirements of the water distribution and supply systems, including pump station maintenance.

The primary purpose of this role is to maintain the efficient and effective functioning of the water distribution network, monitor water quality, and respond to any issues or emergencies that may arise. Provide customers with a consistent, safe supply of clean drinking water.

**Duties include but are not limited to:**

- Coordinates collection of water sampling and testing. Also, updates Annual Sampling Plan as required.
- Perform daily pump house inspections and record necessary information in the process of inspections.
- Maintain, repair, calibrate and verify all components and buildings of the municipal water system, under the direction of the Chief Water Operator.
- Effectively monitor and control processes using automatic controls with the assistance of Supervisory Control and Data Acquisition (SCADA).
- Install new water mains, services, hydrants and all other appurtenances within the distribution systems and pump stations, as required.
- Install, troubleshoot and repair of water meters.
- Locate water infrastructure upon request by others.
- Investigate customer complaints and solves problems in accordance with operating policies and procedures.
- Maintain information within Computerized Maintenance Management System(CMMS)
- Ensures work orders are closed with all pertinent information required to create accurate reports and charting of Key Performance Indicators(KPIs)
- Maintains water infrastructure inventory along with information related to inventory shared in the CMMS.
- Continual improvement and maintenance of the Drinking Water Quality Management System.
- Conduct installation inspections to ensure compliance with municipal standards. Coordinates and oversees watermain commissioning on all municipal and privately-owned drinking water related infrastructure in accordance with Provincial Legislation. Reviews and comments on design drawings.
- Coordinates and works directly with contractors on water infrastructure and pump station upgrades/maintenance.
- Maintains the Water Division records management.
- Other duties as assigned

**Required Qualifications:**

- Secondary School Graduation Diploma or equivalent.
- Holds and maintains at minimum, a valid Ministry of Environment, Conservation and Parks Class 1 Water Distribution and Supply license.
- At least 1 year of experience as an operator in the Water Operator field, preferably in a municipal setting.

**Knowledge, Skill and Abilities:**

- Excellent interpersonal and communication skills.
- Proficient in various computer programs including Microsoft Office Suite.
- Experience in construction or construction inspection.
- 1 year experience in a plumbing field, considered an asset.
- DZ Drivers Licence considered an asset.
- Heavy Equipment operation, considered an asset.
- DWQMS and audit training.
- Must be able to work overtime, shift work and on call assignments.

**Compensation:** The current pay for this position is \$32.13 per hour plus 4% vacation pay, based on a 40-hour workweek. Covered under CUPE local 2308.05.

Interested individuals are asked to forward their resume and cover letter no later than **4:30 p.m. on July 19th, 2024** to the Human Resources Department by email [hr@penetanguishene.ca](mailto:hr@penetanguishene.ca).

The Town of Penetanguishene is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Town's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information collected will only be used for candidate selection.