

Position Title: Water Distribution & Collection Specialist

Term: Twelve (12) Months

Reports To: Infrastructure and Utilities Supervisor

Department: Administration

POSITION SUMMARY

The Water Distribution & Collection Specialist (WDCS) provides support to the development and construction of utility projects and the day-to-day operations of current water & wastewater services. This position requires a keen understanding of project management, procurement, construction, and have technical training/expertise in water & wastewater operations. This position must demonstrate high ethical standards, and excellent organizational, communication, and interpersonal skills.

RESPONSIBILITIES

- Communicate plans, actions, risks, and issues with key stakeholders.
- Analyze, document, and report on project data while adhering to timelines and deliverables.
- Analyze, document and report all non-compliance with applicable regulations, policies, and procedures.
- Provide recommendations on current projects and existing assets to increase efficiencies.
- Provide on-call support to all current Water Distribution Systems and the Wastewater Collection & Treatment Systems.
- Read and interpret meters and gauges.
- Adjust controls to regulate flow rates.
- Monitor and coordinate the maintenance activity.
- Monitor and adjust biological processes.
- Monitor and provide recommendations for water demand management during peak flow periods.
- Additional duties as assigned.

WORKING CONDITIONS

This position works indoors and outdoors, and may work in a team or on their own. Typical work tasks may involve extreme temperatures, loud mechanical noises, and plant off-gassing may emit bad odors. This position requires potential exposure to hazardous chemicals, gasses, open tanks, electrical equipment, chemicals, confined spaces, and slippery walkways.

PREFERRED QUALIFICATIONS

Level II Water Treatment, Level 1 Water Distribution, Wastewater Collection & Wastewater Treatment Certification.

3+ years in municipal or construction setting

Proficiency in MS Office Software

Basic accounting skills

Ability to interact well with and respond to inquiries from employees, Management, Council and Residents.

Valid Alberta Class 5 Driver's License