



Machine Operator, Water Distribution

Position Code:

Pay Band: n/a

Department: Infrastructure

Effective: December 2015

Division: Water & Wastewater

Revised: July 2026, April 2023

Reports To: Supervisor, Water

Status: Regular Full-Time
IBEW-W

Direct Reports: None

Indirect Reports: None

Position Summary

Reporting to the Water Supervisor, Machine Operators – Water Distribution (WD) perform a variety of skilled and semi-skilled duties technical and maintenance work in the operation, installation, maintenance and repair of all WD infrastructure operated by the Town. The position is responsible and accountable for effective operation ensuring that all operations follow legislation, guidelines and policies. This position participates in the stand-by rotation with responsibility to respond to emergency calls, may be assigned temporary Overall Responsible Operator (ORO) responsibilities, and provides mentoring and training to less experienced WD operators.

Duties and Responsibilities

1. **Monitor, Operator and Maintain the WD System and Related Equipment (65%):**
 - (a) As a member of a crew, adhere to regulations pertaining to WD systems with the ability to assess and address situations correctly (e.g., adverse water sample).
 - (b) Carry out installation, operation, repair and maintenance duties on the Town's WD infrastructure (e.g., mains, services, hydrants, etc.).
 - (c) Install, overhaul and repair fire hydrants, which includes shutting off main line or hydrant foot valve; disassembling and cleaning hydrant subsections; replacing gaskets, seals, and seats and reassembling and testing hydrant for proper operation.
 - (d) Maintain and repair small tools and equipment.
 - (e) Collect water samples and perform tests in accordance with Ministry regulations.
 - (f) Maintain written logs and worksheets of distribution operations; record equipment readings, test results and maintain quality and management system records.

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- (g) Locate underground water lines and faults in WD system.
- (h) Perform all tasks necessary in the installation and repair of water meters.

2. Other Related Functions (20%):

- (a) As necessary, block off work area and re-route traffic in accordance with the Ontario Traffic Manual and with consideration for public safety and convenience.
- (b) Perform all work within Occupational Health & Safety Act and Ministry of Transportation regulations with consideration for public safety and convenience.
- (c) Assist with maintenance work done at water treatment plant, elevated water tank and service centre as required.
- (d) Respond to public enquiries in a courteous manner, provide information within scope of knowledge and refer to Lead Operator/ORO – WD or Supervisor as appropriate.
- (e) Provide technical knowledge and guidance of distribution system.

3. Operate Machinery (15%):

- (a) Operate equipment, such as backhoe, dump truck, and various tools to perform any operation within the capacity of the equipment and as necessary to accomplish the job required.
- (b) Perform daily maintenance of machines and equipment.
- (c) Perform snow removal at various water facilities when required.

Knowledge, Skills and Experience

1. Ontario Secondary School diploma or equivalent.
2. Valid Water Distribution Certificate corresponding to position level (e.g., incumbent with a WD1 certificate is an Operator, Level 1) – objective is to obtain certification as an Operator, Level 3.
3. Certified Plumbers Certificate or equivalent is considered an asset.
4. Minimum two (2) years' experience in the safe and efficient operation of backhoe and dump truck. Experience in the construction of underground infrastructure would be an asset.
5. Willing and able to complete training and fulfill experience requirements to maintain Ministry required operator certification (e.g., attending courses, passing written exams, etc.). Attend and re-certify as required all relevant in-services training regarding occupational health and safety, such as WHMIS, first aid, CPR, confined space, Transportation of Dangerous Goods, Working at Heights etc.

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6. Meet the physical requirements necessary to safely and effectively perform required duties in varying conditions/environments (e.g., inclement weather, exposure to chemicals, etc.) and wear the required personal protective equipment (e.g., respirator, harness, etc.).
7. Excellent administrative, communication, interpersonal, organizational, time management, and public relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members.
8. Ability to multi-task, cope with interruptions and work under pressure to meet multiple deadlines, exercise discretion and good judgment. Possess high level of initiative and personal integrity.
9. Comprehensive literacy and communicative skills in the English language. Ability to understand and carry out routine oral and written instructions, interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
10. Working knowledge of Microsoft Windows and Office applications (e.g., Outlook, Word, Excel), internet, and mobile devices.
11. Valid Class "DZ" Driver's License and current Driver's Abstract satisfactory to the Employer.
12. Possess Criminal Record & Judicial Matters Check (Level 2) satisfactory to the Employer, and a valid standard first aid and CPR/AED level "C" certificate (or willing to obtain).

Physical Demands and Working Conditions

Physical Effort: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to wear all required safety and protective gear and equipment (e.g. respirator, harness, etc.). Requires walking and climbing at construction sites with some periods of physical strain. Some heavy lifting/moving is required. Requires strength and ability to make repetitive movements (e.g., valve turning).

Normal hours of work are forty (40) hours per week, usually Monday through Friday. Normal shifts are eight (8) hours per day plus a thirty (30) minute unpaid lunch break, with the requirement for scheduled stand-by rotation and emergency responses. Flexibility in scheduling is necessary to respond to urgent situations and/or work overtime as needed including call-ins outside of normal working hours.

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Physical Environment: Equipment operation and materials include service trucks, pick-up trucks, trailers, crane; variety of power tools (e.g., drills, grinders, saws, etc.); air compressor; pipe locating equipment; service tapping equipment; variety of hand tools (e.g. saws, drills, wrenches, shovels, etc.). May work at heights, in confined spaces, in trenches and in outside weather conditions. Will be regularly exposed to wet and/or humid conditions, extreme cold, extreme heat and UV exposure.

Sensory Attention: Medium degree of intensity involved due to working in traffic as well as with in-ground services (e.g., gas lines, hydro, cable, phone, sewers, etc.).

Mental Stress: Working conditions involve construction/field work in view of the public and exposure to public criticism. Exposure to construction related noise, fumes/gas/odours, vibrations, mechanical hazards, and dust/dirt. Expected to respond and deal with emergency situations outside of normal working hours.

Contacts and Dimensions

Direct Reports:	0
Indirect Reports:	0
Total Employees Serviced:	0
Other Working Relationships:	Position communicates regularly with staff, utilities, contractors, and the public.
Budget:	n/a
Salary Budget:	n/a

Review and Signatures

Employee Name: _____

Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____
Manager/HR Signature: _____	Date: _____