



Wastewater Treatment Operator-In-Training (OIT)

Position Code:

Pay Band:

Department: Infrastructure

Effective: March 2026

Division: Water & Wastewater

Revised:

Reports To: Supervisor,
Wastewater

Status: Regular Full-Time
IBEW-WW

Direct Reports: None

Indirect Reports: none

Position Summary

Reporting to the Wastewater Supervisor, Wastewater Treatment (WWT) OIT learns and performs a variety of skilled and semi-skilled technical and maintenance work in the operation, maintenance and repair of all WWT and collection facilities operated by the Town. The position is responsible for gaining the required knowledge for effective plant operations, and learning all requirements with respect to compliance, legislation, guidelines, and policies. Duties include participating in the day-to-day job assignments needed for maintaining physical plant operations, pumping station observations, sampling, lab work, housekeeping and other division functions.

Duties and Responsibilities

1. Maintain Physical Plant and Equipment (50%)

- (a) Learn, assist and perform preventative maintenance on pumps, blowers, engines and various mechanical devices at the WWT plants and all facilities which includes changing oil in gear boxes, greasing bearings, inspecting drive belts, drive chains, packing or mechanical seals on pumps, checking for changes in noise or temperature which could signal a pending problem, maintaining an accurate maintenance record on equipment.
- (b) Learn, assist and perform repair maintenance to broken, worn or damaged equipment at the WWT plants and all facilities which includes maintaining a log to schedule repairs when they are least disruptive to the system; contacting and scheduling contractors to make repairs, when necessary; conducting calibration of a variety of on-line and bench-top instruments.

2. Operations (35%)

- (a) Assist in itemizing, ordering, and maintaining a parts inventory to ensure parts are in stock in the event of a breakdown (e.g., filters, bearings, belts, oils, greases, seals, packing, etc.).

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- (b) Under the direction of a licenced operator make changes to the process in running the plants to optimize the efficiency of the plant operation.
- (c) Under the direction of a licensed operator operate and maintain equipment at the various plants and pumping stations; patrol plants to check pumps, motors, blowers, instrumentation, etc. are running properly; record appropriate readings on major equipment; record chemical usage and tank levels; monitor and read recording devices to detect equipment malfunctions and ensure plant systems and equipment are operating within prescribed limits.
- (d) As directed and in consultation with a licenced operator, operate plant processes in an efficient and effective manner; collect and analyze samples; interpret results; observe plant operations; check and adjust, if required, chemical dosage, return and wasting rates, oxygen levels, pH levels, etc.
- (e) Follow provincial statutes and regulations, municipal by-laws and Town policies pertaining to the Division; ensure compliance with conditions imposed by all applicable statues and regulations.
- (f) Responsible for gaining knowledge in effective operations, learning and following legislation, guidelines and polices. Perform other duties and responsibilities that may be assigned to ensure compliance with regulations, guidelines and policies.
- (g) Advise the Supervisor and/or Lead Operator of the status and needs of the WWT plants and facilities and identify exposures and benefits of existing and proposed policies and practices.
- (h) Transport and mix chemicals under the supervision of an operator.
- (i) Monitor computerized control systems and related equipment.
- (j) Complete and maintain plant logs identifying when and who provided direction and what actions were taken.

3. Sampling (5%):

- (a) Collect samples and conduct laboratory testing of various plant operations and industrial water samples as required and prepare for shipment to accredited lab as needed.
- (b) Conduct required on-site testing for samples collected at various plants and any administrative functions as required.

4. Housekeeping (5%)

- (a) Perform general housekeeping duties which include sweeping; mopping; cleaning windows, washroom facilities, office and industrial equipment;

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painting; raking bar screens and cleaning wet wells; cleaning tanks, clarifiers and scum removal.

5. Other Division Functions (5%)

- (a) Receive and record public complaints regarding odour, noise, etc. and forward to the Supervisor or Lead Operator.
- (b) Assist and support senior operators with plant tours,.

Work in compliance with the Highway Traffic Act, Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes and departmental policies/procedures/practices and operational guidelines. Ensure that all necessary personal protective equipment (e.g., safety boots, hard hat, reflective vest, gloves, hearing protection, eye protection, etc.) are used and are maintained in good condition.

Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

Knowledge, Skills and Experience

1. Ontario Secondary School diploma or equivalent
2. Minimum of WWT OIT Certificate, and willing to obtain higher WWT and Wastewater Collection classes. A mechanical, electrical, plumbing, or millwright license is considered an asset.
3. One (1) year of related experience in water/wastewater operations, utilities, maintenance or a similar field.
4. Basic knowledge of the applicable acts/legislation/regulations, in particular the Ministry of Environment, Conservation and Parks Regulations, Occupational Health and Safety Act, and Ontario Electrical Safety Code.
5. Strong teamwork and excellent communication skills. Comprehensive literacy and communicative skills in the English language.
6. Able to follow instructions, work safely and complete assigned duties efficiently. Possess high degree of initiative and personal integrity.
7. Must be physically capable of performing the required functions of the position including exerting effort to lift, push, pull or carry objects for short periods of time and wearing the required PPE (e.g., respirator, harness, etc.).
8. Working knowledge of Microsoft Windows and Office applications, appropriate related programs and a willingness to learn.
9. Valid Class "G" driver's license and a current Driver's Abstract with results satisfactory to the Employer.

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10. Possess a current Criminal Record & Judicial Matters Check (Level 2) with results satisfactory to the employer, and a valid standard first aid & CPR/AED Level C certification (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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

Physical demand requires the ability to walk, climb ladders, sit, stand, bend and twist, and lift ten (10) kilograms (22 pounds). (65%) Maintenance work occasionally will involve lifting, pulling and managing equipment and objects. (35%)

Normal hours of work are forty (40) hours per week, usually Monday through Friday. Shifts are usually eight (8) hours plus a thirty (30) minute unpaid meal break. Flexibility in scheduling is necessary to respond to urgent situations and/or work overtime as needed.

Physical Environment: Work is conducted in a standard WWT plant environment and facilities. Exposure to all known and unknown diseases and irritants. (70%) Work involves travelling to other Municipal buildings or off-site locations. Exposure to intense noise, inclement weather conditions, confined spaces, chemical, heat conditions. Must use self-contained breathing apparatus (SCBA) equipment. (30%)

Sensory Attention: Constantly exposed to unpleasant sights and smells. (80%) May at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection. (20%)

Stress: Limited mental stress, in normal situations with limited pressure where the seriousness of the outcome is limited. (60%) Occasional exposure to stress during working independently with expectations to operate and maintain the plant and get tasks completed in a limited time period. (40%)

Contacts and Dimensions

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

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Review and Signatures

Employee Name: _____

Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Manager/HR Signature: _____ Date: _____