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**POLICY NO: 106-2**

**CATEGORY: POSITION DESCRIPTION**  
**Operator**

**DATE OF APPROVAL: MAY 27, 2013**

**DATE OF REVIEW: February 28, 2023**

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**POSITION TITLE:** Operator

**REPORTS TO:** Manager

**SUBORDINATES POSITION:** None

**POSITION SUMMARY:** Under the direct supervision of the Manager, carries out the daily operations of the waterworks system.

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<b>TASK NO.</b>	<b>DESCRIPTION</b>
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| 1. | Performs the operation of the water plant and pumping stations.                      |
| 2. | Performs maintenance of all equipment.   |
| 3. | Performs calibrations of various equipment.  |
| 4. | Keeps Manager informed of the need for supplies including water treatment chemicals. |
| 5. | Monitor Transfer and River pump stations.  |
| 6. | Ensures good housekeeping of all sites.  |
| 7. | Performs other related duties as required by the Manager.                            |
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**REQUIRED QUALIFICATIONS**

Minimum qualifications: Grade twelve Diploma or GED, and willing & ready to attain AB Env. Level II water treatment plant operator certification, as quickly as procedure allows. Valid class 5 driver's license.