

Full Job Description

POSITION TITLE	Water and Wastewater Hub - Overall Responsible Operator
ORGANIZATION	Windigo First Nations Council
DEPARTMENT	Technical Unit
SUPERVISOR	Water Operations and Fire Safety Director
RATE OF PAY	Commensurate of experience and qualifications This is a contract position ending March 31, 2021, there is potential for extension of the program based on funding availability.
LOCATION	160 Alcona Dr. Sioux Lookout, Ontario P8T 1B3

GENERAL DUTIES:

The Water and Wastewater Hub - ORO is responsible for the safe and effective operation of the Windigo community water treatment, sewage treatment, distribution, and collection systems. The ORO is to ensure that users are provided safe clean drinking water in accordance with applicable regulations and standards. The ORO is also responsible with providing guidance and ongoing technical support for the operation and maintenance of applicable infrastructure.

ROLES AND RESPONSIBILITIES:

The responsibilities/duties (hands-on) to be performed include but are not limited to the following:

- Instruct the on-site operator(s) in the proper operation of their water treatment plant(s) using equipment manuals, Operation Procedures Manuals, Maintenance Management System and pertinent sections of the current Ontario Water Regulations as a guideline;
- Instruct and assist the First Nation Operators in the development of a Training Plan to receive and/or maintain proper certification, and assist the First Nation Operators to obtain Certification.
- Work with the First Nations Operator(s) to develop and prioritize his/her duties and work schedules;
- Instruct the First Nations Operator(s) on how to troubleshoot mechanical/electrical and safety equipment;
- Assist in training the First Nations Operator in use of the SCADA or remote monitoring systems package at the facilities (if available);
- Provide operational (including water sampling and testing) and process training during on-site visits and document the improvements made to the operations of the treatment facility(s);
- Assist in flushing and maintaining the water distribution system, including hydrants, valves and boxes. Co-ordinate all activities with each First Nation Fire Chief. Record required repairs on maintenance records;
- Ensure implementation of a Maintenance Management System;
- Submit monthly and annual operational status reports described in this document;
- Ensure Water Treatment Plant process optimization;
- Assist with taking immediate action to rectify all situations that may lead (or has lead) to a Drinking Water Advisory;
- Instruct/supervise the operator(s) at the facility(s) in respect to:
 - entry into confined spaces;
 - testing of the facility's alarms;
 - testing of the facility's back up power supply;

- testing of pumping, disinfection and filtration equipment, testing automated controls and monitoring devices;
- calibration of testing equipment, flow meters, etc;
- address any situation that comes to the ORO's attention relating to the day-to-day operation and maintenance of the facility(s) that may cause the facility to be out of compliance with applicable laws, regulations, and authorizations.

QUALIFICATIONS

- Post-secondary degree, diploma or certification in a discipline pertinent to the job function
- Class 3 Water treatment, Class 1 Wastewater Treatment, Class 1 Water Distribution and Class 1 Wastewater Collection
- Ability to read and interpret plans and regulations
- Strong communication skills and ability to facilitate community meetings
- Ability to use office equipment (computer, plotter, printer, binding, scanner, etc.).
- Strong knowledge of computer programs (Word, Excel, Outlook, e-mail, Adobe Acrobat, AutoCAD, etc.).
- Experience in office procedures and the use and operation of office equipment.
- Able to travel and possess a valid Driver's License.

ASSETS

- Applicable Education or Certification in Water and Wastewater treatment
- Experience in first response
- Experience in business planning and funding applications.
- Strong organizational skills.
- Good problem solving and conflict resolution skills.
- Proven ability to work in high stress situations
- Ability to communicate effectively.
- Ability to work unsupervised.
- Research skills
- Must be a team-player.
- Understanding of Aboriginal Cultural Traditions and practices.
- Ability to communicate in Oji-Cree an asset.

Rate of pay will be commensurate with experience and qualifications. Comprehensive benefits package is available. The position will be reviewed after a 3-month probationary period.

Windigo First Nations Council would like to thank all applicants in advance. However, only those granted an interview will be contacted.

There is no deadline to apply. This position will remain open until filled. For more information, please contact tsayers@windigo.on.ca call (807) 737-1585