



Assistant Water Plant Operator 117-22-1
Water/Sewer, Public Works
Full-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **July 6, 2022**, for the Assistant Water Plant Operator with the Public Works Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

JOB SUMMARY: The Assistant Water Plant Operator reports to and works under the direction and supervision of the Water Plant Operator. The Assistant Water Plant Operator works To assist Public Works & Water/Sewer Department in performing advisory services, statutory & operational duties as related to the Water/Sewer department.

To assist the Water Plant Operator by planning, coordinating, implementing & maintaining daily services of the Water/Sewer department according to policy and procedures established by Six Nations Public Works and the Six Nations of the Grand River Elected Council.

Type	Full Time
Closing Date	July 6, 2022
Term:	Permanent
Hours of Work	40 hours per week
Wage	TBD

BASIC QUALIFICATIONS:

- Water Treatment Operator in Training Certification from the Provincial Ministry of Environment
- Must have a minimum of 6 months' work related experience including general maintenance responsibilities
- Must have a valid Ontario driver's license and be willing to upgrade to a Class "DZ" License.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Melissa Stufureak, Staffing Officer at 519-445-2223 ext 5727 or via email at recruitment@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Assistant Water Plant Operator – Full Time – 117-22-1
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

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POSITION DESCRIPTION

POSITION TITLE: Assistant Water Plant Operator

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Water Plant Operator.

PURPOSE & SCOPE OF THE POSITION:

To assist Public Works & Water/Sewer Department in performing advisory services, statutory & operational duties as related to the Water/Sewer department.

To assist the Water Plant Operator by planning, coordinating, implementing & maintaining daily services of the Water/Sewer department according to policy and procedures established by Six Nations Public Works and the Six Nations of the Grand River Elected Council.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:
 - i. Assist in maintaining & monitoring central computer system & all related equipment in the water treatment process.
 - ii. Ensuring that the water meets provincial/federal safe drinking water standards.
 - iii. Monitor, maintain and repair all related equipment as part of the water treatment process and distribution system also waste water/sewer distribution system.
 - iv. Assist with the collection of necessary water samples for provincial analysis & ensure proper follow up is completed as required.
 - v. Assist in the maintenance and continued operation of the ultra violet system and perform any repairs as required.
 - vi. Assist with the coordination and inspection of new water/sewer service connections.
 - vii. Ensure regular & routine maintenance inspection/repairs of all fire hydrants according to Maintenance Management Systems.
 - viii. Obtain daily chlorine samples to ensure level is within acceptable standards according to recommended guidelines.
 - ix. Assist with the collection of sewer samples for laboratory test and obtain necessary approvals prior to discharging lagoons.
 - x. Assist in the installation & repair of all water meters to ensure accurate monthly reading are obtain for invoicing purposes.

2. Communication Functions:
 - i. Adhere to and ensure all duties are carried out according to the Maintenance Management System.
 - ii. Maintain contact with Provincial Ministry of Environment, Health Canada and any other organization in relation to water treatment and sewer management as well as the Grand River.
 - iii. Supervise the Water/Sewer Department in partnership with the other Assistant Water Plant Operator in the absence of Water Plant Operator.

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- iv. Detect malfunctions of equipment and initiate corrective measures, also inform supervisor of the mechanical defects.
3. **Administrative Functions:**
- i. Assist with the supervision and training of casual and part time staff.
 - ii. Attend training as required in relation to water & sewer treatment process.
 - iii. Successful applicant to obtain Provincial Water Treatment Class 2 Certification and Wastewater Class 1 Certification within first three (3) years of hire. These certifications are to be maintained for the duration of employment.
4. **Other Functions:**
- i. Assist with the sewage disposal truck by performing routine circle checks and collection of sewage for disposal in the waste water system as required.
 - ii. Assist with overall general cleaning of Water Plant, garage and tower.
 - iii. Provides support to the Six Nations Emergency Response Plan by ensuring awareness of the Emergency Response Plan and assists as instructed by the Water Plant Operator.
 - iv. Perform any other related duties as required by the Water Plant Operator or designate

WORKING CONDITIONS:

Work involves extensive physical activity in the outdoors at times and will also be in inclement weather conditions. Work will also involve extensive interaction with public who may be hostile or irate at times. Work will also be subject to deadlines, constant interruptions and unscheduled or extended hours. Some travel maybe required at times to complete assigned task or attend training. Work will also involve mental stress, be exposed to chemical odour and high noise volumes. Work may also involve working in high above ground areas and in confined spaces. On Call duties are shared among the Water/Sewer department and weekend, evening and holiday work are required.

WORKING RELATIONSHIPS:

With the Water Plant Operator:

Receives direction, instruction, guidance and discusses planning to ensure all task are done efficiently and effectively.

With Other Staff Members:

Must be a team member who is courteous, respectfully and cooperative at all times.

With the Public:

Must represent and promote Six Nations Water/Sewer Department in a positive polite manner by providing courteous friendly assistance or advice at all times.

With External Agencies:

Represent and promote Six Nations Community interest as related to Water/Sewer issues. Maintain an up to date awareness of changing legislation, policies and programs that may affect our Water/Sewer Department. Seek to develop and maintain professional working relationship with organizations related to Water/Sewer treatment.

KNOWLEDGE, SKILLS & ABILITIES:

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Minimum Requirements:

Water Treatment Operator in Training Certification from the Provincial Ministry of Environment with a minimum of 6 months work related experience including general maintenance responsibilities. Must have a valid Ontario driver's license and be willing to upgrade to a Class "DZ" License.

Other Related Skills:

Possession of valid Class D-Z driver's license is an asset.

Good working knowledge of how to repair and maintain electrical equipment, small engines and motors.

Must pass a mandatory police security check and be bondable.

Exhibit initiative and good organizational skills. Work independently or follow verbal or written instructions.

Possess excellent ability to analyze problems, recommend and/or implements solutions, prioritize tasks and meet deadlines.

Possess excellent interpersonal and communication skills in dealing with fellow workers and the public.

IMPACT OF ERROR:

Errors in carrying out duties could result in financial cost/ loss of credibility or legal/financial liability to the Six Nations of the Grand River.

Errors in performing duties could result in poor public relations, harm or injury to fellow employees and the public.

CONTROLS:

Works within the administrative policies and procedures established by Six Nations of the Grand River Elected Council for the Public Works Water/Sewer Department and other legislation established by other government agencies.

Revised: June 15, 2022

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