
Position Description:

Maintenance 3 Worker-Water Distribution/Wastewater Collection Operator



Position Title:		Maintenance 3 Worker-Water Distribution and Wastewater Collection Operator									
Classification:		Maintenance 3 (CUPE)									
Line of Service:		Operations				Reports To:		Manager of Operations			
Perm:	X	Temp:		FT:	X	PT:		Union:	X	Wage:	\$34.33/hr

General Position Information

The Maintenance 3 Worker-Water Distribution and Wastewater Collection Operator is responsible for supporting the safe, efficient, and reliable operation, maintenance, inspection, and repair of the Town of Irricana's wastewater collection system, municipal infrastructure, facilities, equipment, and related public works operations.

Working as part of the Town's Operations team, this position performs a variety of skilled and semi-skilled duties including wastewater collection system inspections, maintenance and repairs, sewer line and manhole inspections, equipment operation, preventative maintenance, troubleshooting, snow and ice control, road and infrastructure maintenance, and general municipal maintenance activities.

The position requires a strong commitment to public safety, environmental protection, regulatory compliance, customer service, and municipal service standards. The successful candidate will work both independently and as part of a team, respond to operational needs and emergencies, maintain accurate records, and ensure assigned work is completed safely, efficiently, and in accordance with Town policies, procedures, legislation, and occupational health and safety requirements.

The position may be required to participate in on-call, emergency response, seasonal, and after-hours operations as required. The successful candidate will demonstrate sound judgment, mechanical aptitude, critical thinking skills, reliability, and the ability to work effectively in a variety of outdoor and physically demanding conditions.

This position contributes directly to the Town's ability to provide safe, dependable, and sustainable municipal wastewater and infrastructure services to residents, businesses, and the community

This position description may be reviewed and refined through ongoing discussions with the bargaining unit as part of the 2026 review process.

Primary Responsibilities (Essential Functions)

Water Distribution System Operations

- Assist in the operation and maintenance of the municipal water distribution system.
- Inspect, maintain, and assist with the repair water mains, valves, hydrants, curb stops, service lines, and related infrastructure.
- Perform watermain flushing, valve exercising, hydrant maintenance, and chlorine residual monitoring.
- Assist in locating and repairing watermain breaks, leaks, frozen services, and pressure-related issues.
- Conduct routine inspections to ensure system reliability and regulatory compliance.
- Assist with water sampling programs and related documentation.
- Support installation of new water services and infrastructure upgrades.
- Maintain accurate operational records, maintenance logs, respond to alarms and inspection reports.
- Water meter installation and repair, along with rotational meter readings.
- Inspections of new water/sewer connections to the Town's mains.

Wastewater Collection System Operations

- Assist in the operation and maintenance of the wastewater collection system (lagoon)
- Inspect and maintain sanitary sewer mains, manholes, and related infrastructure.
- Assist with sewer flushing, cleaning, CCTV inspections, and preventative maintenance programs.
- Respond to sewer backups, blockages, overflows, and emergency situations.
- Assist in identifying infiltration and inflow concerns and infrastructure deficiencies.
- Maintain accurate operational and maintenance records.

Infrastructure Maintenance and Construction

- Operate hand tools, power tools, pumps, compressors, and maintenance equipment.
- Operate municipal vehicles and light/heavy equipment including:
 - Pickup trucks
 - Utility vehicles
 - Skid steers
 - Loaders
 - Pumps and generators
- Perform routine equipment inspections and preventative maintenance.

Roads, Parks, and General Municipal Operations

- Assist with road maintenance including pothole repairs, asphalt patching, grading, and gravel placement.
- Repair and replace signs, barricades, and traffic control devices.
- Perform line painting and roadway marking maintenance.
- Perform mowing, trimming, weed control, vegetation maintenance, and tree care in public areas.

- Assist with snow and ice control operations including plowing, sanding, and sidewalk clearing.
- Support municipal facility maintenance and seasonal operational activities.
- Parks and recreation maintenance
- Stormwater drainage maintenance
- Fleet and equipment maintenance.
- Cemetery operations
- Building maintenance
- Utility locates.
- Traffic control setup
- Municipal emergency response operations (Emergency Management)
- Seasonal maintenance activities
- Other related duties as assigned.

Role Expectations & Professional Judgement

- Perform all duties in accordance with Occupational Health and Safety legislation, municipal policies, and safe work procedures.
- Participate in safety meetings, training, hazard assessments, and incident reporting.
- Ensure compliance with Alberta Environment and Protected Areas regulations and approvals.
- Utilize appropriate personal protective equipment (PPE).
- Identify unsafe conditions and take corrective action where appropriate.
- Participate in emergency response and after-hours callouts
- Respond professionally to inquiries from residents, contractors, and the public.
- Assist in addressing work orders, complaints, and operational concerns.
- Maintain positive working relationships with coworkers, contractors, regulatory agencies, and the public.
- Communicating operational issues and infrastructure concerns supervisors.
- When directed by the Manager of Operations, coordinate, supervise and/or train any casual, temporary, part-time, or full-time employee hired for an operations department.
- Assist in assigning work and ensuring its timely completion by Operations staff.
- Identify need for and make recommendations for vehicles, equipment, tools and supplies.
- When necessary, attend regular and special meetings of council as requested.
- Stays current on legislation and its impact on the Town's operations.

Qualifications, Skills, and Experience

- High school diploma or equivalent.
- Alberta Environment Water Distribution Level 1 Certification.
- Alberta Environment Wastewater Collection Level 1 Certification.
- Valid Alberta Class 5 Driver's License.
- Acceptable Driver's Abstract.
- Ability to obtain equipment operation certifications as required.
- Ability to participate in an on-call rotation.
- Basic understanding of municipal water distribution and wastewater collection systems.
- Knowledge of safe operating procedures and municipal maintenance practices.

- Ability to read maps, utility plans, and locates.
- Mechanical aptitude and troubleshooting ability.
- Ability to work independently with minimal supervision.
- Strong teamwork and interpersonal skills.
- Effective verbal and written communication skills.
- Ability to maintain accurate records and complete reports.
- Working knowledge of Microsoft Office applications.
- Ability to prioritize tasks and respond effectively during emergencies.
- Strong problem-solving, planning, and organizational skills.
- Ability to perform physically demanding labour.
- Ability to frequently lift 25 kg.
- Ability to stand, walk, kneel, climb, bend, and work in confined spaces.
- Manual dexterity to operate tools and equipment safely.
- Ability to work safely around excavation sites and moving equipment.

Additional Preferred Qualifications

- Previous municipal Public Works/Operations experience.
- Confined Space Entry Certification.
- Standard First Aid & CPR Certification.
- WHMIS Certification.
- Equipment operation experience.

Approved By:	Chief Administrative Officer
Date Approved:	September 28, 2026

Doug Hafichuk

Chief Administrative Officer