



MUNICIPALITY OF CENTRE HASTINGS

JOB DESCRIPTION

August 2025

JOB TITLE: Environmental Operator

DEPARTMENT: Public Works

DIVISION: Environmental

DIRECTLY RESPONSIBLE TO: Environmental Supervisor

INDIRECTLY RESPONSIBLE TO: Director of Public Works

MAIN PURPOSE:

Reporting to the Environmental Supervisor, the **Environmental Operator** is responsible for assisting in the general maintenance and day-to-day operations of water distribution, wastewater collection and storm water management systems as well as equipment operation and maintenance, including manual labour as necessary to carry out requirements of the Environmental Department.

KEY RESPONSIBILITIES:

- Ensures compliance with all applicable Acts and regulations including, but not limited to: Occupational Health & Safety Act, Safe Drinking Water Act, Ontario Water Resources Act, Environmental Protection Act, municipal by-laws and any other Acts pertaining to the duties.
- Review emerging legislation, technical reports, and municipal policies to stay current with industry standards and determine applicability to the Municipality.
- Ability to deal effectively and courteously with the public and external agencies.

- Works closely with the planning department and Environmental Supervisor to review of site plans, to take into account the impact on existing infrastructure and/or requirements for expanded/additional municipal infrastructure (i.e., water, sewer and storm drainage).
- Assists the Environmental Supervisor in investigating and resolving complaints or concerns from the public within established policies.
- Through the collaboration with the Environmental Supervisor and Contract Agencies responsible for the water distribution system and wastewater collection system more specifically as follows:
 - Installing, altering, and maintaining inground mains and services.
 - Maintenance of sewer cleaning and inspections as directed by the Environmental Supervisor.
 - Maintain accurate records of operations, maintenance activities, drawings and regulatory compliance.
 - Testing, inspecting, and repairing of hydrants, mains, and sewers.
 - Perform annual valve turning.
 - Flushing of hydrants on a regular basis and keeping a record of such activity.
 - Assists with water sampling for all Small Drinking Water Systems (Ontario Regulation 319/08) in the Municipality.
 - Perform locates as required by Ontario One Call.
 - Perform water curbstop on/off requests by customers.
 - Perform inspection of new mains and residential services.
 - Leak detection and meter reading programs as directed by the Environmental Supervisor.
 - Perform emergency repairs as required to the water, sanitary sewer, storm water and road systems.
 - Assist various tradespersons, equipment operators, crews or other personnel.
 - Complete daily checks for water quality on the Municipally owner/operated splash pad(s).
- Perform Landfill sampling as per the Ontario Regulation 232/98 as necessary.
- Must respond to after-hours complaints when designated and rotate weeks on-call.
- Must be available for after-hour emergency repairs.
- Assists the Environmental Supervisor to develop an annual preventative maintenance program and asset replacement program within available annual budgets.
- Assists the Environmental Supervisor in ensuring that all equipment and vehicles are maintained in a state of readiness having regard for the financial investment and Health and Safety.
- Protect own health and safety and safety of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant

training regarding occupational health and safety. Follow all requirements and guidelines for employees and employers as legislated under the Occupational Health and Safety Act and municipal policy.

- Report any adverse conditions to the Environmental Supervisor as soon as possible.

The above generally describes the duties involved with this position. The position is required to perform duties in addition to the above from time to time as directed by the Environmental Supervisor and/or Director of Public Works.

EDUCATION/SKILLS TRAINING:

- Post-secondary education in environmental services, engineering, or other related fields.
- Licensed under the Provincial regulations for the licensing of Water/Wastewater Treatment Facility Operators including:
 - Ontario Ministry of Environment Certification/Licensing
 - Class I Water Distribution
 - Class I Collection
 - Preference Wastewater Treatment Level 1
 - Preference Water treatment Level 1.
- First Aid and C.P.R.
- Preference Valid Class "DZ" drivers' licence.
- Preferred confined space entry and rescue certificate.

Willing to attend job related training as directed by the Municipality.

EXPERIENCE:

- Minimum of three years' experience relevant to key responsibilities.
- Excellent oral and written communication skills.
- Good public relations skills.
- Independent worker with strong safety awareness.
- Effective communication and critical thinking skills.

KEY PERFORMANCE COMPETENCIES:

- Demonstrated ability to develop positive relationships with public, acting as a representative of the municipality.
- Demonstrated ability in conflict management skills to tactfully defuse emotionally charged situations with the public.

- Demonstrated ability to communicate effectively in writing and orally with fellow employees, the public and other external contacts.
- Demonstrated ability and confidence to prioritize workplace demands and tasks independently on own initiative.
- Demonstrated ability to work as a team member to attain stated goals and to effectively provide the best service available to public.
- Demonstrated ability to use mental and visual concentration to solve problems, interpret information, formulate ideas, and input data.
- Demonstrated ability to deal with frequent interruptions and changing deadlines while maintaining a high level of accuracy.
- Demonstrated ability to ensure the confidentiality of all corporate information and transactions are in accordance with the *Municipal Freedom of Information and Protection of Personal Privacy Act*.
- Demonstrated ability to act and work in accordance with established guidelines, follow standard policies, procedures, and legislation such as *Occupational Health and Safety Act*; *Accessibility for Ontarians with Disabilities Act (AODA)*, etc.

WORKING RELATIONSHIPS:

- Internal: Department Heads, Immediate Supervisor, other Department Employees and Employees of other Municipal Departments.
- External: Various contractors, consultants, suppliers, and public.

WORKING CONDITIONS:

- Exposure to a variety of environments both indoor and outdoor. Prolonged exposure to high temperatures, direct sunlight, and humid environment as well as low temperatures, wind, and icy or snowy environment.
- Requires adequate physical condition to conduct various duties associated with equipment operation and manual labour tasks such as shovelling, lifting, and standing for long periods of time.
- Must be willing to work flexible hours including early mornings, evenings, weekends, and Statutory holidays.
- May be required to work unusual hours in order to handle emergency situations.
- Normal stress associated with interactions in dealing with irate residents. Hostile situations can occur when dealing with the public and one is reminded to conduct themselves professionally.