



The Municipality of Trent Hills
Invites Applications for the Vacant Position of
Wastewater Collection/Treatment Plant Operator II

Trent Hills is a vibrant, diverse, and growing community with a population of 13,000, located on the Trent Severn Waterway amongst the rolling hills of Northumberland County. Created in 2001 with the amalgamation of the municipalities of Campbellford/Seymour, Percy Township and the Village of Hastings, Trent Hills offers an inclusive, healthy, rural lifestyle for its residents, businesses, and visitors. Its unique urban centres and rural communities are united by a shared heritage, rich cultural fabric, picturesque landscape, and pride in the community.

Reporting to the Wastewater Collection/Treatment Plant Head Operator, the Operator II is required to perform a variety of mechanical operations, capital work and operational repairs, maintenance, inspections, metering and replacement activities within the Class I, II, III Wastewater Treatment Plants, lift/pumping stations, and storage facilities. The Operator II also assists with all functions and ongoing maintenance of the Class II Wastewater Collection Systems including repairs and replacements of sewers and appurtenances, manholes, service materials.

The successful candidate is required to have a Class II Wastewater Treatment license and a Class II Wastewater Collection license. A minimum of one to three years' experience in a public sector works environment is also required.

A thorough understanding of principles and practices of Wastewater operations, maintenance of equipment, tests and chemicals is required.

The starting base pay rate for this vacant unionized position is \$33.16 per hour. After successfully passing the 6-month probation period, the rate of pay will increase to \$38.39 per hour. Additional wages are provided for on-call duty and for having water treatment and distribution licenses as per the CUPE Local 3051 Outside Collective Agreement. The Municipality offers a competitive and attractive benefit package and enrollment in the OMERS pension plan. The regular workweek for this position is 40 hours per week.

Work Location: 22 Trent Drive, Campbellford, ON, 134 Cedar Drive, Hastings, ON plus additional Wastewater and Water facilities located throughout the Municipality.

Resumes will be received until **2:00 p.m. on Thursday, September 24, 2026**. Please send resumes marked "Wastewater Collection/Treatment Plant Operator II Competition – Confidential" to the following address:

Kari Petherick, Coordinator of Human Resources
Municipality of Trent Hills
P.O. Box 1030
66 Front Street South
Campbellford, ON K0L 1L0
Telephone: (705) 653-1900 ext. 225
kari.petherick@trenthills.ca

The Municipality of Trent Hills is an equal opportunity employer that is committed to inclusive barrier-free recruitment and selection processes. We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Please let us know if you require accommodation at any time during the recruitment process. We thank all applicants who apply but advise that only those selected for an interview will be contacted.

Position: Wastewater Collection/Treatment Plant Operator II
Department: Public Works/Wastewater Collection and Treatment
Reports to: Manager of Water and Wastewater Services and
Wastewater Collection/Treatment Plant Head Operator
Union Affiliate



Position Summary:

Reporting to the Wastewater Collection/Treatment Plant Head Operator, the Operator II is required to perform a variety of mechanical operations, capital work and operational repairs, maintenance, inspections, metering and replacement activities within the Class I, II, III Wastewater Treatment Plants, lift/pumping stations, and storage facilities. The Operator II also assists with all functions and ongoing maintenance of the Class II Wastewater Collection Systems including repairs and replacements of sewers and appurtenances, manholes, service materials, etc. As well, the Operator II assists in other areas of the Public Works operations.

Knowledge of:

- Wastewater treatment and collection systems, construction materials and methods.
- Ontario Water Resources Act, Environmental Protection Act and related standards.
- Wastewater Treatment and Collection Operations.
- Wastewater Treatment and Collection regulations, legislation and related standards.
- General mechanical and technical knowledge of pumps, chemical feed systems; Supervisory Control Data Acquisition (SCADA) systems and controls; pressure controls, air release and regulating valves; collection systems, lift station & auxiliary power & pumping components.
- Workplace health and safety standards and practices including working in confined spaces.

Skills:

- Ability to work outdoors in noisy, dusty and dirty environments, confined spaces and in variable weather conditions.
- Ability to work varied shifts, overtime and weekend work, including descending into confined spaces.
- Ability to use general and special equipment associated with wastewater systems operation, maintenance and repair.
- Ability to evaluate operation and performance of related systems, including input to assist Manager in planning, organizing and directing functions of the division.

- Ability to assist with treatment and collection system task assignments.
- Ability to work safely with others and on your own.
- Ability to record and maintain accurate records.
- Ability to operate related computer hardware and software, systems and controls (i.e. SCADA).
- Ability to deal effectively with Contractors, agencies, utilities and members of the general public in a courteous and helpful manner.

Qualifications:

- Minimum Grade 12 Diploma.
- Desirable University Degree or College Diploma in Environmental studies.
- One (1) to three (3) years' experience in a public sector works environment.
- Minimum Class II Wastewater Treatment License, desirable Class III Wastewater Treatment License.
- Class II Wastewater Collection License.
- Preference given to successful completion of written examination to achieve Minimum Class II Water Treatment; Class II Water Distribution.
- Class "D" Driver's license, Z endorsement.
- Valid and satisfactory Criminal Record Check.
- Traffic Flagging, Confined Space, First Aid/CPR, WHMIS.
- Good physical condition required to conduct inspections, traverse work sites and perform activities in confined and limited spaces, lift heavy objects (50 lbs. or less) and handle tools used in performing related duties.
- Knowledge of:
 - Wastewater Treatment and Collection Systems, construction materials and methods.
 - Ontario Water Resources Act, Environmental Protection Act and related standards.
 - General mechanical and technical knowledge of pumps, chemical feed system, Supervisory Control Data Acquisition (SCADA) systems and controls, collection systems, lift station and auxiliary power and pumping components.
 - Workplace health and safety standards and practices including confined spaces.

Major Responsibilities:

Program/Service

- Operating under the guidance of the Head Operator, performs technical work in the operation of the treatment plant(s), wastewater collection systems, lagoons and pumping stations ensuring operation within

- applicable regulations, Certificates of Approval and other objectives.
- Performs preventative maintenance and repair of plant equipment, including the lubrication of motors and pumps, pump repairs, etc.
 - Operates SCADA systems to control system changes.
 - Adhere to the requirements of the Ontario Water Resources Act, Environmental Protection Act, associated Operational Plan and Standard Operating Procedures.
 - Monitors the daily operations of the wastewater treatment plants, lagoons and pumping stations ensuring compliance with applicable ordinances and regulations.
 - Monitors gauges, meters and control panels, observes variations in operating conditions, and interprets meter and gauge readings.
 - Collect samples at various stages of the treatment process, and collection system.
 - Safe handling of chemicals.
 - Adjusts equipment to regulate flow rates or modify treatment process in accordance with need determined by observations and test.
 - Maintains records of operation and complete related standard reports.
 - Inputs data for monthly, quarterly and annual reporting requirements.
 - Reports to the Manager any non-compliance situations.
 - Maintains general cleanliness of grounds.
 - Responds to emergency situations and performs on-call duties.
 - Assists with working in and operating Municipal Water Treatment and Distribution systems, as required.
 - Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, and reviews professional journals, to enhance and maintain knowledge of trends and developments.

Administration

- Daily reporting of work performed on standard reports provided.

Miscellaneous

- Deal continuously and courteously with the public while maintaining a proper image of the Municipality.
- Performs other duties related to the support of the Public Works Department and the Municipality.
- Other duties as assigned related to achieving the objectives of the position.
- Plan events or assignments to be undertaken by the Division on a daily basis.

Decision Making and Judgement

Generally supervised by the Wastewater Collection/Treatment Plant Head Operator.

Judgement is exercised in:

- Responding to emergency and call-out situations in an efficient and timely manner.
- Working without supervision once the task has been outlined by the Supervisor.
- Notifying Supervisor of operational problems or issues as necessary.
- Carrying out work within the limits of the Ontario Water Resources Act, Environmental Protection Act and other standards maintained approved by the Municipality.
- Ability to interpret and make decisions on chemical dosages and various alternatives that may be available according to the demand of the water.

Planning

- Plans events or assignments to be undertaken by Division on a day to day basis.

Interpersonal Skills/Contact

Interpersonal skills to work with co-workers, contractors and provide information to the public.

Internal

- With other co-workers and/or contractors for the purpose of sharing information to complete work assignments.

External

- With the public to provide information, ensuring courteous and tactful relations.

Working Conditions

Environment

- Works outdoors on a regular and as required basis; may be exposed to inclement weather and potentially hazardous working environment.
- Works in confined and tight spaces to access parts and sections of equipment requiring maintenance.
- Frequent exposure to hazardous chemicals in the regular performance of the duties of the position.

Control over Work Schedule

- Works overtime and unusual work hours to handle public works emergencies.

Impact of Errors

- Errors could endanger personal or public health and safety, create poor public relations, loss of professional credibility, have an environmental impact.
- Errors could cause damage to public infrastructure or equipment causing disruptions in service and inconvenience to the public.

Approval and Revision History

Approved By: Manager of Water and Wastewater Services

Signature:

Kyle Beacock

Name: Kyle Beacock

Date Approved: June 18, 2026

Employee Acknowledgement

I acknowledge that I have read and understand the duties and responsibilities of this position.

Employee Signature:

Date:
