



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

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 Manager of Water and Wastewater Services, the Head Operator provides leadership and technical expertise in the safe and efficient operation of the municipality's wastewater treatment and collection systems. This hands-on role oversees daily operations, maintenance, inspections, repairs, and equipment replacement across wastewater treatment plants, lift and pumping stations, and collection infrastructure, while supporting a skilled team of Wastewater staff and ensuring regulatory compliance.

The successful candidate will hold a Class III Wastewater Treatment license and a Class II Wastewater Collection license, along with a minimum of five years of experience in a public sector works environment. The candidate will have a strong understanding of wastewater treatment and collection processes, equipment maintenance, testing procedures, and chemical handling, as well as strong technical, problem-solving, and operational skills.

The starting base pay rate for this vacant unionized position is \$39.52 per hour. After successfully passing the 6-month probation period, the rate of pay will increase to \$44.10 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 work week 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, October 8, 2026**. Please send resumes marked "Wastewater Collection/Treatment Plant Head Operator 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 Head Operator
Department: Public Works/Wastewater Treatment and Collection
Reports to: Manager of Water and Wastewater Services
Union Affiliate



Position Summary:

Reporting to the Manager of Water and Wastewater Services, the Head Operator provides onsite leadership, technical expertise, and operational guidance to Wastewater staff. The position is responsible for performing a wide range of mechanical and operational duties, including capital and operational repairs, inspections, metering, and equipment replacement activities within Class I, II, and III Wastewater Treatment Plants, lift and pumping stations, auxiliary power systems, and computerized control systems.

The Head Operator also supports the ongoing maintenance and operation of the Class II Wastewater Collection Systems, including the repair and replacement of sewers, appurtenances, manholes, service connections, and related infrastructure, ensuring the safe, efficient, and compliant delivery of wastewater services.

Knowledge of:

- Wastewater treatment and collection systems, construction materials and methods.
- Ontario Water Resources Act, Environmental Protection Act and related standards.
- Wastewater Treatment and Pumping Station Operation, construction materials and methods
- Wastewater Treatment 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 and auxiliary power and pumping components.
- Occupational Health and Safety Act and safe working practices, 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 and organizing the functions of the Division.
 - Ability to assist with collection system task assignments.
 - Ability to work 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 post-secondary education in a related field.
- Five (5) years experience in a public sector works environment.
- Class III Wastewater Treatment License.
- Class II Wastewater Collection License.
- Preference given to successful completion of written examination to achieve Class II Water Treatment and Distribution.
- Class "D" Drivers licence, Z endorsement.
- Valid and satisfactory Criminal Record Check.
- Further training on Traffic Protection, Confined Space, First Aid/CPR, WHMIS.

Major Responsibilities:

Program/Service

- Provides on site leadership and technical guidance to Wastewater Division staff while performing technical work in the operation of the treatment plant(s), ensuring operation within applicable regulations, Certificates of Approval and other objectives.
- Designated "Overall Responsible Operator" (ORO) of wastewater works facilities;
- Conducts pumping station operations;
- Performs preventative maintenance and repair of plant equipment, including the lubrication of motors and pumps, pump repairs, etc.
- Provides on-site leadership and technical guidance in the operation of lagoons and pumping stations, ensuring operation within applicable regulations, Certificate of Approval and other objectives.
- Prepares work orders according to established procedures, and creating detailed reports on all repairs conducted in order to create a performance history, and in accordance with health and safety requirements.

- Reading various gauges and meters, conducting various tests which are recorded on charts and graphs, and inspecting the plant(s) for efficient operation of equipment.
- Operates SCADA systems to control system changes.
- Complete backups of computer systems.
- Monitors the daily operations of the treatment plant(s), 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, distribution and collection system and interpret results.
- 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;
- Reports to the Manager any non-compliance situations.
- Maintains general cleanliness of facility grounds.
- Responds to emergency situations and performs on-call duties.
- Performs locate services of municipal infrastructure.
- Practice and observe safety procedures.
- Ensure that assigned staff adhere with municipal policies and procedures, health and safety regulations and use proper safety and related equipment.
- Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, and reviews professional journals, to enhance and maintain knowledge of trends and developments.
- Must meet training and all other requirements to maintain licensing.
- Assists with working in and operating Municipal Water Treatment and Distribution systems, as required.

Human Resources

- Responsible for the supervision of the assigned staff, including operators, labourers, students, etc. (full-time, part-time, casuals and volunteers).
- Consult with immediate supervisor on a regular basis as regards to progress of jobs and provide/seek advice and guidance where required.
- Organize and assign tasks to crews on a daily basis to ensure maximum efficiency in the utilization of manpower and equipment in the achievement of Division objectives.
- Monitor progress of projects and recommend to Manager the reassignment of staff to deal with unexpected situations or changes in schedules or priorities.
- Ensure that assigned staff adhere with municipal policies and procedures, health and safety regulations and use proper safety and related equipment.

Administration

- Provide input into Division budget in conjunction with Manager.
- Monitor assigned projects to maintain established levels of expenditure.
- Purchase items or resources within approved spending authority in accordance with municipal purchasing policies.
- Maintain maintenance records on infrastructure or equipment, in accordance with municipal policies and procedures.
- Provide input into the preparation of monthly, quarterly and annual reports.
- Assists in the development of standard operating procedures.

Miscellaneous

- Ensure that stock and tools are properly maintained.
- Provide input into updates or changes to by-laws, policies and procedures to improve operations of the Public Works Department and implement approved revisions.
- Respond to requests for service from the public as assigned.
- Deal continuously and courteously with the public while maintaining a proper image of the Municipality.
- Maintain appropriate liaison with Manager and staff as well as other agencies such as the utilities, consultants, provincial officials, etc.
- 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.

Physical Skill and Effort

- Excellent physical condition required to conduct inspections, traverse work sites and perform activities in confined and limited spaces.
- Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, and using tools and equipment that require a high degree of manual dexterity.

Decision Making and Judgement

Work is performed under the general supervision of the Manager. Access is available to immediate supervisor and established municipal and departmental policies and procedures, bylaws, performance and service standards, guidelines, etc.

Judgement is exercised in:

- Responding to emergency and call-out situations in an efficient and timely manner.

- Inspection of projects to ensure conformity to approved standards of quality and efficiency.
- Supervising employees of the Division or contractors for assigned projects and operations.
- Determining priorities for repair and maintenance.
- Working without supervision once the task has been outlined by the Manager.
- Notifying Manager 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.
- Provides input into the planning of events or assignments to be undertaken by Division on a month to month basis.

Interpersonal Skills/Contact

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

Internal

- With assigned crew/contractor for the purpose of sharing information to complete work assignment.
- With Manager concerning operational problems or issues.

External

- With the public to provide information, while ensuring polite and tactful relations.
- With tradespeople and contractors concerning purchases and contracts.
- With public utilities and other agencies.

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, the safety of an assigned crew or crew members, could endanger public health and safety, create poor public relations or result in the 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:



Name: Kyle Beacock

Date Approved: June 2, 2026

Employee Acknowledgement

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

Employee Signature: _____

Date: _____