



**EMPLOYMENT OPPORTUNITY
SADDLE HILLS COUNTY
PERMANENT FULL TIME POSITION
Utilities Officer Trainee**

Position Summary:

This is a trainee level position in the operation of water works and wastewater facilities on an assigned shift. The purpose of this classification is to prepare the employee for Level 1 certification required for employment as a Utilities Officer. After instruction and orientation, the employee will be expected to carry out routine duties as performed by a Utilities Officer.

Salary Range - \$ 64,949.64 - \$ 69,727.26

Hours of Work: Monday – Friday, 40 hours per week including weekends and holidays

Roles & Responsibilities:

- Operate and care for a variety of water treatment plant equipment
- Operation of pumps, taking samples for laboratory analysis, water meter readings and routine maintenance.
- Ensure compliance with current Alberta Environment and Parks approval and Alberta Health procedures and guidelines.

Qualifications:

- Must have or be willing to obtain certification in each of the following within one year of training.
 - Water Treatment Level 1
 - Water Distribution Certificate Level 1
 - Wastewater Treatment Certificate Level 1
 - Wastewater collection Certificate Level 1
 - Must have current vaccination of the following:
 - Hepatis A & B and willing to get tetanus within the first three months of employment (Employer Paid)
 - Standard First Aid Certification
 - WHMIS
 - Class 5 Drivers License abstract and Criminal Records Check acceptable by Saddle Hills County.

Education:

- You must possess a high school diploma or an acceptable G.E.D. certificate from a recognized issuing agency.
- Strong mathematical aptitude.

General Skills, Knowledge and Requirements:

- Must be able to perform duties to a high degree of quality, accuracy, timelines and precision.
- Must participate in the Saddle Hills County Safety Program.
- Effective communication skills and an ability to understand oral and written instructions.
- Critical thinking, troubleshooting and problem-solving skills.
- Familiar and comfortable with the use of common power tools and hand tools.
- Self-motivated and able to work with minimal supervision.
- Ensure all work-related information is kept confidential and in accordance with the Access to Information Act (ATIA).
- Must adhere to and enforce all relevant safe job procedures.
- Ensure all operations are performed in a safe manner and in accordance with County policies and the law as set forth by Alberta Occupational Health and Safety Act, Regulations and Code.
- Must provide your own transportation to and from your place of work.

Benefits:

- Dental Care
- Disability Insurance
- Employee Assistance Program
- Extended Health Care
- Life Insurance
- On-Site Gym
- Vision Care

Candidates with lesser qualifications may be considered on a developmental basis at a lesser rate of pay. The above statements are intended to describe the general nature of the position and not a complete job description of all responsibilities and activities required for this position.

Applications will be accepted until a suitable candidate is found. Saddle Hills County would like to thank all those interested in the position. Only those considered for an interview will be contacted.

Please send resumes in confidence to:

Attention:

Human Resources Coordinator, Re: Utilities Trainee
R.R. #1, Spirit River, AB T0H 3G0
E-mail to: hr@saddlehills.ab.ca
Fax: (780) 864-3904 Ph. (780) 864-3760