

## Operator 2 – Utilities

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You like knowing that when someone in town turns on the tap, the water is safe to drink—and when they flush, everything goes where it should. As **Operator 2 – Utilities**, you're part of the crew that keeps that promise, every day, for nearly 10,000 people.

In this role, you'll split your time between the field and the shop—locating underground services, fixing breaks, flushing lines, installing meters, and keeping an eye on the systems that move water and wastewater across more than 200 km of underground infrastructure.

If you like hands-on work, problem-solving, and knowing that what you do matters to the health of your community,

### What you'll do every day:

- **Keep water safe and reliable.** Test and sample water and wastewater so the Town stays compliant with provincial standards and residents can trust what comes out of their taps.
- **Maintain underground infrastructure.** Help find and fix water main breaks, support emergency repairs, and take care of day-to-day maintenance on water, wastewater, and storm systems.
- **Look after pump and lift stations.** Perform preventative maintenance on pump stations, lift stations, and wastewater treatment equipment, and help troubleshoot issues when alarms or SCADA data show something's off.
- **Run the equipment that makes it possible.** Operate loaders, skid steers, backhoes, tandem trucks, and a combination hydrovac/flushing unit to expose, clean, and repair underground infrastructure safely and efficiently.
- **Handle locates and inspections.** Complete water, wastewater, and storm locates within required timelines, and use video inspection equipment and flow monitoring devices to understand what's happening underground.
- **Install and maintain meters.** Install water meters, troubleshoot meter issues, and swap out stopped or damaged meters as needed.
- **Support leak detection and infiltration work.** Help track down water loss and infiltration using SCADA data, inspections, and field investigations so the system runs as efficiently as possible.
- **Be a trusted point of contact.** Work directly with residents and colleagues—answering questions, explaining work, and helping troubleshoot potential problems in a calm, professional way.

You'll be part of a team that operates under **Alberta Environment and Protected Areas** legislation and regulations, supporting a Level 2 Water Distribution and Level 2 Wastewater Collection system. Treated drinking water and wastewater treatment are provided through regional commissions.

**You don't need to have done this exact job before**, but you'll be comfortable here if most of these sound like you:

- You have **around 3 years of experience** working with water and wastewater systems—ideally in a municipal or utility setting.
- You've worked on **maintenance and repairs** to underground infrastructure (water breaks, sewer issues, storm systems) and understand the urgency when things go wrong.
- You're confident operating **construction and utility equipment** like loaders, skid steers, backhoes, tandem trucks, or hydrovac/flushing units and you take safety seriously.
- You've used **SCADA and other industry software** or are comfortable learning it—monitoring data, spotting trends, and helping troubleshoot issues.
- You're used to working outside in all kinds of weather and don't mind getting your hands dirty (and sometimes wet).

**To step into the Operator 2 – Utilities role, you'll need:**

- A **High School Diploma or equivalent**.
- **Intermediate First Aid & CPR/AED Level C (BL)** – CSA Std. Z1210-17.
- A valid **Class 3 Driver's Licence with Air Endorsement** (or higher).
- **Level 2 Alberta Environment and Parks Certification in Water Distribution and Wastewater Collection**.

An equivalent combination of education and experience may be considered.

We're also looking for someone who:

- Has strong **analytical skills** and enjoys problem-solving.
- Understands how water and wastewater systems work and can help troubleshoot issues in the field.
- Is comfortable with **computers and software** (Microsoft Office, SCADA, leak detection programs).
- Can communicate clearly with the public, supervisors, and coworkers, and helps maintain positive working relationships—even when people are stressed or frustrated.

**How work happens here**

- **Schedule & on-call:** This is a full-time position, with the standard hours being 7:00 am to 3:30 pm, Monday to Friday. Some evening, night, weekend, and **rotational stand-by** shifts are required. The rotational stand-by shifts require a response time of no more than 30 minutes.
- **Environment:** You'll work mostly outdoors and in and around active worksites—traffic, equipment, weather, dust, noise, and occasional exposure to chemicals and biohazardous materials. Lifting (up to 50 lbs), bending, and working in varied conditions are part of the job.
- **Team:** You'll work closely with the Supervisor – Utilities, other operators, and colleagues across Infrastructure Services to keep the system running smoothly.

This position offers a wage range of \$35.29 to \$39.92 per hour, based on a 40-hour work week. It also includes a comprehensive benefits package and participation in the Local Authorities Pension Plan (LAPP).

A detailed job description can be found on the Town of Olds website at [www.olds.ca/careers](http://www.olds.ca/careers)

If you'd be proud to help keep water flowing and wastewater moving for the Town of Olds, we'd like to hear from you. Please submit a resume by 8:30 am on February 9, 2026 to:

Human Resources  
Town of Olds  
3501 70 Avenue  
Olds AB T4H 1L7  
Fax 403.556.6537  
E-mail: [hr@olds.ca](mailto:hr@olds.ca)

The Town of Olds thanks all applicants, but only candidates selected for an interview will be contacted.

## TOWN OF OLDS JOB DESCRIPTION

JOB TITLE: Operator II - Utilities		
DIVISION: Infrastructure		JOB REPORTS TO: Supervisor - Utilities
<b>FUNCTION/PURPOSE:</b> This position performs duties of a specialized nature related to the installation, maintenance and repair of the water distribution, and wastewater collection/treatment systems. Performs preventative maintenance repairs and emergency activities for all municipal infrastructures, undertake manual labour duties as required and ensure the compliance of the Town's safety policies.		
#	KEY RESPONSIBILITIES	(% time)
1.	<b>Infrastructure</b> <ul style="list-style-type: none"> <li>• Testing and sampling of water and wastewater to ensure compliance with provincial standards</li> <li>• Preventative maintenance, repairs and emergency activities on all municipal infrastructure, i.e. water breaks</li> <li>• Preventative maintenance on pump stations, lift stations and wastewater treatment plant equipment</li> <li>• Operate a variety of equipment including front end loader, skid steer, backhoe, and flushing/vacuum truck to perform maintenance tasks</li> <li>• Some manual labour as required using a variety of hand tools</li> <li>• Perform all water, wastewater and storm water locates within the town limits in a timely manner and within the appropriate timelines, (within 48 hours)</li> <li>• Perform a full range of skilled and semi-skilled duties including installation of water meters, reading, maintenance, troubleshooting, pulling large and small meters to be sent away for testing, troubleshoots automated meter reading equipment and replaces stopped and/or damaged meters</li> <li>• Video inspections of wastewater/storm water lines</li> <li>• Participate in preventative maintenance programs of infrastructure such as valve turning and flushing programs.</li> <li>• Install and monitor flow recording devices in wastewater mains to capture flow capacity and to determine infiltration rates throughout town.</li> <li>• Strong analytical background to be able to monitor towns SCADA system and be able to trouble shoot pumping stations and lift stations.</li> </ul>	50%
2.	<b>Customer Service and Communication</b> <ul style="list-style-type: none"> <li>• Frequently advise, direct, assist and co-operate with the general public to troubleshoot potential problems.</li> <li>• Strong analytical and communication skills, both written and verbal.</li> <li>• The ability to communicate effectively with public, supervisors, and other staff, and to foster positive work relationships</li> </ul>	25%
3.	<b>Risk Management &amp; Safety:</b> <p>It is the responsibility of the Town of Olds employees to take care to ensure their own safety and the safety of others, to know and follow all safety and health instructions, rules, regulations and safe work procedures and to report any unsafe or substandard condition or act as soon as possible to the employer.</p> <ul style="list-style-type: none"> <li>• Incumbents are responsible for ensuring that operations are performed with the utmost regard for the safety and health of all personnel, and for promoting proper attitudes towards safety and health in themselves and in those they supervise.</li> <li>• Hazard Assessment and Risk Assessment for Roads, Solid Waste, Water, Wastewater, Stormwater Management, Developer Requirements, are contained in the Municipal Center COR Binder.</li> </ul>	100%
QUALIFICATIONS, KNOWLEDGE, SKILL & ABILITY REQUIREMENTS:		
<b>Education:</b> <ul style="list-style-type: none"> <li>- Completion of grade 12 or equivalent</li> <li>- Valid Intermediate First Aid &amp; CPR/AED Level c (BL) – CSA Std. Z1210-17</li> </ul>		

- Valid WHIMS certificate
- Valid Class 3Q Driver's License
- Level 2 Alberta Environment and Parks Certification in Water Distribution, and Wastewater Collection.

**Experience:**

- 3 years related experience in water and wastewater

**Competencies:**

- Strong analysis skills
- Strong understanding of water, wastewater systems to be able to troubleshoot problems in the systems
- Strong computer skills in both Microsoft Office and industry related software, such as SCADA and leak detection programs
- Ability to operate a variety of equipment in a safe and effective manner

**DIRECTLY REPORTING TO THIS JOB ARE:** none      **NOC 2021:** 74204      **OaSIS 2023:** 74204.01

**WORKING CONDITIONS:**

- Ongoing interruptions, traffic/driving, adverse weather conditions, working alone.
- Identified job hazards: Hazards as outline in the Operations Center COR Binder.
- Dealing with angry people, working alone, heat, cold, lifting, bending, and around the following conditions: mechanical, electrical, fume/odor chemical exposure, dust and noise.
- Potential for exposure to infectious substances (biohazardous substances)
- Additional hours based on operational demands.
- Ability to lift and/or move up to 50 pounds
- Rotational evening and weekend stand-by shifts

**Wage Grid: Operations 3**

**Incumbent Signature:**

**Date:**

**Supervisor Signature:**

**Date:**

**APPENDIX WORKING WITH OTHERS** (Excluding those supervised)

With whom are you required to work in doing your job? Use titles. (In Person; Telephone; Writing.)

	People Contacted	How Often	Purpose	How
Within Organization	CAO, Officers, Senior Staff	As Required	Consult, gain agreement, compliance, and present recommendations	P/W/T
	Officers	Semi-monthly Monthly As required. As required	Project analysis, recommend action and represent position taken.	P/W/T
	IT Services	As Required	System requests	P/W/T System requests
	All Employees	Daily	Provide advice and direction, customer service	P/W/T
Outside Organization	Safety Codes	Weekly	Compliance and Code Related Issues	P/W/T
	Government Agencies – Alberta Environment, Alberta Transportation, Alberta Health	As Required	General inquiries	T/W



3501 70 Avenue Olds, Alberta T4H 1L7  
Main: 403-556-6981 [admin@olds.ca](mailto:admin@olds.ca) [www.olds.ca](http://www.olds.ca)

	Municipal and Industrial Developers	As Required	Present and discuss assumptions and results of information, analysis, and defend position taken.	P/W/T
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