



EDWARDSBURGH CARDINAL

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P.O. Box 129,
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Spencerville, Ontario
K0E 1X0

JOB TITLE: Assistant Chief Water/Sewer Operator

REPORTS TO: Chief Water/Sewer Operator

SALARY RANGE: Employment and Personnel Policies - Non-Union BY-LAW 2025-36.

CLOSING DATE: March 20, 2026 at 4:00 p.m.

Position Summary:

Reporting to the Chief Water/Sewer Operator, the Assistant Chief Water/Sewer Operator is responsible for supporting the daily operation, monitoring, and maintenance of the Township's water, wastewater, and stormwater infrastructure systems. This includes, but is not limited to, the water treatment plant, water storage facilities, water pollution control plant, lagoons, pumping stations, distribution and collection systems, and associated assets.

The position ensures that all systems are operated safely, efficiently, and in full compliance with applicable permits, licenses, Environmental Compliance Approvals (ECAs), Certificates of Approvals, legislation, regulations, and municipal policies. The Assistant Chief Operator also serves as the designated Drinking Water Quality Management System (DWQMS) Representative, Overall Responsible Operator, supporting regulatory compliance, operational oversight, documentation, and continuous improvement of the drinking water and sanitary systems.

Position Qualifications

- Valid MECP Class II Certification in Water Treatment and Water Distribution.
- Valid MECP Class II Certification in Wastewater Treatment and Wastewater Collection.
- Secondary School Diploma preferred; preference given to candidates with a two-year post-secondary diploma in a related or equivalent field.
- Demonstrated knowledge of the Drinking Water Quality Management System (DWQMS) framework and processes.
- Working knowledge of Supervisory Control and Data Acquisition Systems (SCADA).
- Appointed as the Drinking Water Quality Management System Representative.

Position Qualifications (ctd)

- Sound knowledge of applicable water and wastewater legislation, regulations, and standards, including but not limited to the Safe Drinking Water Act, Ontario Water Resources Act, and related regulations.
- Knowledge of the Occupational Health and Safety Act and related workplace safety practices.
- Strong interpersonal skills with the ability to communicate effectively both orally and in writing.
- Proactive and willingness to learn new skills.
- Working knowledge in Microsoft Word, Excel and Adobe.
- Valid Class G Drivers License required.

Position Description

- Coordinate preventative and emergency maintenance activities for all water and wastewater systems, under the direction of the Chief Water/Sewer Operator, and in collaboration with system operators.
- Assist with the day-to-day operation and maintenance of all water, wastewater, and stormwater systems as required.
- Ensure all operational, compliance, and monitoring documentation is completed accurately and in accordance with MECP regulatory requirements.
- Manage, update, and coordinate all Drinking Water Quality Management System (DWQMS) activities, including maintaining documentation, overseeing required annual reviews, and coordinating emergency management exercises.
- Participate in the on-call rotation, providing operational support outside of regular working hours.
- Act as Operator-in-Charge (OIC) during on-call periods, as required.
- Act as Overall Responsible Operator (ORO) in the absence of the Chief Water/Sewer Operator.
- Receive, investigate, and document public inquiries and complaints related to water, sanitary, and stormwater systems.
- Liaise with external stakeholders, including contracted service providers, consultants, and government agencies, as required.
- Perform other related duties as assigned by the Chief Water/Sewer Operator.



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The foregoing description outlines the general nature and level of work performed in this classification and is not intended to be an exhaustive list of all duties, responsibilities, or requirements of the position.

Resumes can be emailed to Chief Water/Sewer Operator, Aaron Campbell, at acampbell@twpec.ca