



2022 STUDENT VACANCY POSTING

	<p>EMPLOYEE GROUP: CUPE</p> <p>Hours worked per week: up to 35</p>
<p>Position: Student Assistant, Water & Waste Water Operations</p> <p>Grade: Student 3</p> <p>Wage Rate: \$19.373 / hour (October 2021)</p>	<p>Department / Division: Public Works Operations / Water Waste Water Operations</p>

DIVISION OVERVIEW:

The Public Works Operations Department is comprised of four Divisions and is generally responsible for providing the public with facilities and parks services, potable water, disposal of sanitary and solid wastes, road construction and maintenance services, fleet and equipment maintenance.

Responsible for all Water Distribution, Wastewater Collection and Urban Stormwater Collection systems within the County in addition to the contract management of the County's Water and Wastewater Treatment Facilities including ensuring the compliance and adherence to all MOECC Regulations, Industry Standards and Best Practices.

- Water Distribution system operation, maintenance and repair – Bacti and Cl2 residual testing, valve operation, hydrant operation, system leak detection, locates, Reservoir and Booster station operations, Bulk Water Stations, Standpipe operation and maintenance, main and service repairs, water meter installation and district metering, water loss accountability, etc.
- Wastewater Collection system operation, maintenance and repair – Manhole inspection, main flushing and televising, plugged service clearing, locates, main and service lateral repairs/replacements, etc.
- Urban Stormwater Collection operation, maintenance and repair – Manhole inspection, main flushing and televising, locates, main repairs, etc.
- Water & Wastewater Treatment Facilities – Responsible for the contract management of all treatment facilities within the County, these include:
 - Nanticoke Potable Water Treatment Facility and Industrial Pump Station servicing Stelco and Imperial Oil with raw water for their process needs
 - Dunnville Water Treatment Facility
 - Standpipes
 - Elevated Water Tanks
 - Booster Stations and Transmission Mains
 - Caledonia, Cayuga, Dunnville and Hagersville Mechanical Wastewater Treatment Facilities
 - Jarvis and Lake Erie Industrial Park
 - Townsend and Oswego Park Sewage Lagoons
 - Sewage Pump Stations and Forcemains

EDUCATION & EXPERIENCE

- Must be enrolled in in post secondary and returning to school on a full-time basis and returning to school in September.

Accountabilities / Tasks

Include, but are not limited to, the following:

Providing assistance to staff in the Water & Waste Water Operations Division and the Finance division, the incumbent will be responsible for:

- Financial tasks related to water and wastewater operations
- Review of customer database to ensure compliance to billing policies and current rates
- Monthly update of water and wastewater revenues analysis – including consumption and amounts (\$)
- Review of water and wastewater inventory entries
- Review of overdue accounts and transfer to property taxes

All Haldimand County employees are expected to:

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

This position requires:

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| - a current (within the past 6 months) Police Check | NO |
| - COVID-19 vaccine (must be fully vaccinated) | YES |

AN EQUAL OPPORTUNITY EMPLOYER

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.