

STRENGTH

PEACE

UNITY

# Mohawk Council of Kahnawake



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*Tsi Nikaio 'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens*

**HUMAN RESOURCES UNIT**

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## Job Description

GENERAL INFORMATION	
<b>Job Title:</b>	Sewage Plant Operator/Maintenance Worker #TECH 35
<b>Division:</b>	Operations and Community Planning, Public Works, Sewage Treatment Plant
<b>Date of Job Description:</b>	October 2008
<b>Terms:</b>	Indeterminate
<b>Job Reports to:</b>	Supervisor, Infrastructure, Operations and Maintenance

THE INCUMBENT	
<b>Name of Incumbent:</b>	
<b>Date of Hiring:</b>	
<b>Name of Supervisor:</b>	Martin Morris

GENERAL JOB DESCRIPTION
Under the supervision of the Supervisor, Infrastructure Operations and Maintenance and the Assistant Supervisor, will operate and maintain Kahnawake's Sewage Treatment Plant and main Lift Stations.

RESPONSIBILITIES	TASKS
To operate and maintain the sewage treatment plant and main Lift Station.	<ul style="list-style-type: none"> <li>➤ Reads magnetic flow meter;</li> <li>➤ Checks polymer and alum meters and attenuating pumps;</li> <li>➤ Checks oil levels in compressor(s), air blower, polymer pumps, alum pumps, flocculation mixers, top and bottom scraper gearboxes;</li> <li>➤ Checks consistency of sewage in flocculates to evaluate the application of chemical coagulants;</li> <li>➤ Arranges for removal of sludge bins when full;</li> <li>➤ Examines the clarity of effluent to evaluate over all process effectiveness;</li> <li>➤ Inspects all motor and pump gearboxes for unusual noises or overheating or vibration;</li> <li>➤ Checks pressure readings on re-circulated water pumps;</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Checks pressure gauge on internal booster pump;</li> <li>➤ Checks sludge extraction and re-circulation pumps for flow restrictions monitoring of sludge density by sampling from sludge tanks;</li> <li>➤ Monitors chemical consumption to ensure timely restocking;</li> </ul>
<p>To perform Laboratory tests</p>	<ul style="list-style-type: none"> <li>➤ Draws extracted material from both SIGMA Samplers to test COD (Chemical Oxygen Demand);</li> <li>➤ Tests levels of phosphorous, ammonia, PH, TSS (total suspended solids) through hatch analyzer and filter method;</li> <li>➤ Compares results to standards required under guidelines;</li> <li>➤ Determines moisture content of sludge cakes by incubation method;</li> <li>➤ Monitors Computer data on all operating equipment i.e. torque readings on top and bottom scrapers in both clarifiers, feed rates on alum and polymer tanks, suction and discharge pressures on feed pumps;</li> <li>➤ Monitors data on all room ventilators and system overall performance;</li> <li>➤ Evaluates readings to determine if changes are required to pump chemical dosage settings;</li> <li>➤ Records daily electrical consumption.</li> </ul>
<p>To perform janitorial duties</p>	<p style="text-align: center;"><b>Monthly</b></p> <ul style="list-style-type: none"> <li>➤ Clears debris from shafts off both flocculate mixers;</li> <li>➤ Cleans laminar plates, flush calcified material from chemical feed lines, alternate on line alum pump(s) and service water pumps;</li> <li>➤ Cleans tops of scum tank and scraper;</li> <li>➤ Checks all attaching bolts;</li> <li>➤ Cleans grit removal auger;</li> </ul> <p style="text-align: center;"><b>Weekly</b></p> <ul style="list-style-type: none"> <li>➤ Washes all windows, clean bug screens, wash plant floors, clean lavatory, clean lab and office counters and furniture;</li> <li>➤ Cleans entry and exit halls;</li> <li>➤ In season – cleans grounds, cut grass, keep walkway doors clear of snow.</li> </ul>
<p>To maintain Lift Station #1</p>	<ul style="list-style-type: none"> <li>➤ Does daily inspection of 4 main pumps;</li> <li>➤ Checks temperature of motor and gearboxes for signs of overheating, also vibration and unusual noises;</li> <li>➤ Checks gearbox oil levels and bearing lubrication pressures;</li> <li>➤ Checks and clean impellers as necessary;</li> <li>➤ Cleans floors of debris and set out for pickup to disposal site.</li> </ul>

- Performs other job related duties as directed by immediate supervisor.

### **ACCOUNTABILITY**

- To ensure the effective and safe functioning of Kahnawake's Sewage Treatment Plant and main Lift Stations;
- To deal with internal and external clients in a tactful, discreet and courteous manner;
- To maintain confidentiality;
- To adhere to MCK Administration Manual-Personnel Policy and Kanien'keha initiatives.

### **QUALIFICATIONS**

<b>Education and Experience Required</b>	<ul style="list-style-type: none"> <li>➤ DEC in Water Treatment Plant Operation, plus one (1) year relevant experience;</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>➤ HIGH SCHOOL DIPLOMA, plus three (3) years relevant experience             <ul style="list-style-type: none"> <li>➤ Completion of Water Plant Operator Training Program is an asset</li> </ul> </li> </ul>
<b>Skills Requirements</b>	<ul style="list-style-type: none"> <li>➤ Good knowledge of mathematics in order to interpret the meaning of numerous gauge readings;</li> <li>➤ Good knowledge of chemical compounds to calculate &amp; understand chemical requirements and adjustments;</li> <li>➤ Basic knowledge of mechanics in order to service diesels, blowers, compressors and sump pumps;</li> <li>➤ Good understanding of Kahnawake's water and sewage treatment system and plant facilities;</li> <li>➤ Skills in technical report writing, technical manual reading;</li> <li>➤ Ability to work effectively under a minimum amount of supervision is a definite requirement;</li> <li>➤ Ability to converse in the Kanien'keha and the French languages is an asset;</li> <li>➤ Willingness to learn Kanien'keha is required.</li> </ul>

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THE IMMEDIATE SUPERVISOR

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THE INCUMBENT

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PERFORMANCE MANAGEMENT COORDINATOR  
HUMAN RESOURCES UNIT