

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake



P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

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

HUMAN RESOURCES UNIT

Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

Job Description

GENERAL INFORMATION	
Job Title:	Water Plant Operator #TECH 34
Division:	Operations and Community Planning, Public Works, Infra structure Operations and Maintenance, Water Plant
Date of Job Description:	October 2008
Terms:	Indeterminate
Job Reports to:	Supervisor, Infrastructure Operations and Maintenance

THE INCUMBENT	
Name of Incumbent:	
Date of Hiring:	
Name of Supervisor:	

GENERAL JOB DESCRIPTION	
Under the supervision of the Supervisor, Infrastructure Operations and Maintenance, operates and maintains Kahnawà:ke's Water Filtration Plant, aimed at ensuring its efficient and effective functioning	

RESPONSIBILITIES	TASKS
To Operate and Maintain the Water Filtration Plant.	<ul style="list-style-type: none">➤ Takes hourly readings of water quality parameters. Conducts tests to determine chlorine residual, turbidity, Pax XL-1900.➤ Performs all necessary adjustments to the plant's operating equipment to ensure process stability. Measures and adds appropriate chemicals based on results and interpretations of water tests.➤ Maintains adequate water pressure under normal operating conditions to ensure proper water supply to the community.➤ Evaluates problems, assesses impact on plant functioning and identifies areas of instability through results of readings and water tests and makes adjustments to either the filtration rates, pre and post chlorination rates and/or the Pax XL-1900 dosing pumps. Re-tests water to ensure appropriate ranges are attained and stabilized.

	<ul style="list-style-type: none"> ➤ Advises immediate Supervisor when excess water usage exceeds plant capacity so they may take proper remedial action to alleviate the problem. ➤ Implements interim remedial measures when plant breakdowns occur. ➤ Notifies immediate Supervisor in the event of serious problems. ➤ Records and enters operational data on computer/report sheets of plant operating status on a daily basis, documenting details of problematic situations. ➤ Recommends methods to improve the smooth and efficient functioning of the plant, as determined through daily operations. ➤ Makes evaluations of new equipment and chemicals. Reports on findings and makes recommendations on any changes/alterations to equipment to facilitate operation/servicing. ➤ Responds to community member needs for information or complaints within their area of responsibility as plant operator. ➤ Receives and handles monthly shipments of chemicals. Employs proper handling and storage procedures. ➤ Verifies the adequacy of diesel engine pressures, fan belts, radiators, filters, temperatures, fuel tanks and oil levels and pressures. ➤ Makes necessary adjustments to all plant equipment i.e. changes oil, filters, gaskets, fuses, lubrications, and regulators. Monitors and repairs motors, pumps, and compressors. ➤ Assesses equipment status and communicates need for major & minor repairs to immediate Supervisor. ➤ Performs specified daily, weekly, monthly, and quarterly scheduled maintenance and repair activities as per work orders provided by the immediate Supervisor,
<p>To maintain ZeeWeed1000 System:</p>	<ul style="list-style-type: none"> ➤ Monitors and regulates regular chemical cleaning maintenance. ➤ Performs maintenance when needed repairing membrane perforations. ➤ Maintains valves, air lines and other associated components. ➤ Performs regular cleaning of piping in membrane tanks. ➤ Alternates pumps on dual feed pumping operation to equalize wear and tear. ➤ Initiates chlorine and acid recovery clean every Wednesday on membrane trains.
<p>To Undertake Regular Janitorial and Grounds Maintenance Duties,</p>	<ul style="list-style-type: none"> ➤ Performs snow removal, grass cutting and other grounds and plant maintenance duties on a regular basis, according to seasonal requirements. ➤ Ensures both interior and exterior of plant is kept clean and secure, including Reservoir Area.

➤ Performs other job related duties as required by the immediate supervisor.

ACCOUNTABILITY

- To maintain clean and safe drinkable level of water;
- To ensure continuous water supply;
- To keep premises clean and secure;
- To provide courteous and efficient service to all clientele;
- To maintain confidentiality;
- To adhere to MCK Administration Manual-Personnel Policy and Kanien'kéha initiatives.

QUALIFICATIONS

<p>Education and Experience Required</p>	<ul style="list-style-type: none"> ➤ Certificate in P5A Water Operators Certification, plus three (3) years relevant experience; <p>OR</p> <ul style="list-style-type: none"> ➤ High School Diploma, plus enrollment in the P5A Water Operators Certification course.
<p>Skills Requirements</p>	<ul style="list-style-type: none"> ➤ A sound knowledge of mathematics; ➤ A good knowledge of chemical compounds in order to interpret the meaning of numerous gauge readings and to calculate and understand chemical requirements and adjustments; ➤ A basic knowledge of mechanics in order to service diesel engines, compressors and pumps and a good understanding of Kahnawà:ke's water filtration and sewage treatment systems and plant facilities. ➤ Skills in technical report writing, technical manual reading; ➤ The ability to work effectively under a minimum amount of supervision ➤ The ability to converse in the Kanien'kéha and French languages is an asset. ➤ The willingness to learn the Kanien'kéha language is a requirement.

THE IMMEDIATE SUPERVISOR

THE INCUMBENT

PERFORMANCE MANAGEMENT COORDINATOR
HUMAN RESOURCES UNIT