



Town of Latchford

Job Description

Prepared: May 2026

Revised:

Reviewed By: CAO/Clerk-Treasurer

Position Title: Water Treatment Plant/Public Works Equipment Operator

Department: Public Works & Water Treatment Plant

Reports to: WTP Manager & Public Works Foreman

Supervises: N/A

Position Status: Full -Time

Normal Work Week: 40 hours per week

Management Status: Non-management

Position Summary

The Water Treatment Plant Operator/Public Works Equipment Operator is responsible for assisting with the operation and maintenance of the Town of Latchford's water and wastewater treatment systems, municipal infrastructure, and municipal buildings.

This position works under the direction of the Overall Responsible Operator (ORO) and Public Works Foreman to ensure the safe and efficient operation of the Town's Water Treatment Plant, wastewater system, roads, and municipal facilities.

The role involves a combination of water and wastewater operations, heavy equipment operation, municipal maintenance, and building maintenance duties.

Key Responsibilities

Water & Wastewater Operations

- Assist the Overall Responsible Operator (ORO) with the daily operation of the municipal water treatment plant and wastewater system.
- Monitor plant systems, pumps, filters, and equipment to ensure proper operation.
- Perform routine sampling and testing in accordance with regulatory requirements.
- Maintain operational logs and records as required by provincial legislation and municipal policy.
- Assist with maintenance and repairs of treatment plant equipment and infrastructure.
- Respond to alarms, system issues, or operational concerns as directed.
- Participate in on-call rotation as required.

Public Works Operations

- Assist the Public Works Foreman with the maintenance and repair of municipal infrastructure.
- Operate municipal equipment including plow trucks, loaders, graders, and other heavy equipment.
- Perform winter maintenance including snow plowing, sanding, and salting of municipal roads and sidewalks.

- Assist with summer maintenance activities such as road grading, ditching, drainage maintenance, and roadside brushing.
- Assist with water and sewer line repairs, hydrant maintenance, and infrastructure inspections.
- Participate in emergency response activities related to infrastructure, weather events, or municipal services.

Building & Facility Maintenance

- Assist with maintenance and upkeep of municipal buildings and facilities.
- Perform minor repairs, preventative maintenance, and general upkeep of Town-owned facilities.
- Assist with maintenance of mechanical systems, equipment, and municipal property.
- Support facility preparation for municipal events or operational needs.

Health & Safety

- Follow all municipal health and safety policies and procedures.
- Ensure safe operation of equipment and tools.
- Identify and report potential hazards or safety concerns.
- Use appropriate personal protective equipment (PPE) at all times.

Qualifications

- Ontario Secondary School Diploma or equivalent.
- Valid Ontario Class DZ driver's licence (or ability to obtain).
- Valid Ontario Drinking Water Operator Certificate (Class 1 preferred or willingness to obtain).
- Experience operating heavy equipment and municipal machinery.
- Knowledge of municipal water and wastewater systems considered an asset.
- Mechanical aptitude and ability to perform equipment maintenance and repairs.
- Ability to work independently and as part of a team.

Skills & Abilities

- Strong problem-solving and troubleshooting skills.
- Ability to perform physically demanding work in various weather conditions.
- Strong communication and teamwork skills.
- Ability to respond to emergencies and work outside regular hours when required.
- Organizational and record-keeping skills.

Working Conditions

- Work is performed both indoors and outdoors in varying weather conditions.
- Exposure to mechanical equipment, chemicals, and municipal infrastructure systems.
- May involve evening, weekend, and on-call work.
- Physical demands include lifting, climbing, bending, and operating heavy machinery.

Additional Requirements

- Maintain required certifications and training as mandated by provincial regulations.
- Participate in ongoing training related to water operations, safety, and equipment use.
- Perform other duties as assigned by the Public Works Foreman, ORO, or CAO.