



# ʔakisq̓nuk First Nation

## POSITION DESCRIPTION

*This position description describes the principal duties and responsibilities of this position and does not imply that they are the only duties and responsibilities to be performed.*

**POSITION TITLE:** Water Operator Trainee

**POSITION LEVEL:** One (1)

**DATE:** July 2022

**PROGRAM:** Water Operations

**REPORTING TO:** Public Works Manager

### OVERVIEW

ʔakisq̓nuk First Nation ("AFN") is a member Community of the *Ktunaxa Nation*. AFN Administration exists for the Community and is comprised of different departments unified by our Vision, Mission, and Values. The AFN departments work together to achieve our goals and objectives as set out in our long and short term strategic plans. We continue to progress and move our community forward toward our Vision.

### POSITION SUMMARY

The Water Operator Trainee (the "WOT") performs entry level water and/or wastewater plant line of work which involves receiving training, education, and experience in water and/or wastewater treatment plant operations, monitoring, maintenance, and/or repair of pumps, motors, treatment systems, generators, and related support systems. The WOT will also collect, analyze, report, and process a variety of samples and obtain on the job training and guidance from the Public Works Manager and the Lead Water Operator when completing non-routine tasks and functions.

### FINANCIAL

An understanding of how to manage and prepare invoices and how water testing impacts the overall budget. The incumbent will also ideally possess an overall fundamental understanding of mathematical equations and calculations.

### COMMUNICATION

Strong communication skills including reading, writing, oral and public speaking, vocabulary, listening and interpretation.

## **KEY RESPONSIBILITIES**

- Assessing clients and developing treatment plans, including goals, timeframes, follow-up and self-care.
- Water and sanitation systems management including water sampling, testing techniques, and inspection procedures.
- Basic knowledge of mechanical, plumbing, heating, and electrical systems.
- Water plant operation and maintenance including pumps, valves, chemical treatment systems.
- Water and sewer distribution and collection systems including pipes, water mains, manholes, and hydrants.
- Familiarity with applicable bylaws and procedures or the initiative to learn and undertake further external training as and when required to achieve full proficiency and effectiveness in the role.

## **WORKING CONDITIONS**

- A mix of corporate office work environment and field work for water operations.
- Ability to understand and work toward maintaining scope of practice protocols.
- Working closely with AFN's Public Works team.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Possess Level 1 certification in water operations, or willing to work towards achieving certification.
- Basic mechanical skills are an asset.
- Ability to operate and maintain water and sewer equipment and systems.
- Analytical and problem-solving skills
- Decision making skills and taking decisions in conjunction with the Lead Water Operator and the Public Works Manager.
- Literacy skills including the ability to read manuals, procedures, and basic financial literacy when analyzing numbers.
- Effective verbal, listening, and communication skills
- Proficient in Microsoft Office suite programs such as Word, Excel, Outlook, and PowerPoint.
- Ability to time manage the water operations schedule and to prioritize work when necessary skills.
- Ability to work independently without supervision as well as being an effective team player.
- Able to endure the rigors and stresses of water operation field work.

## **GENERAL STATEMENT**

The core of our business is serving the AFN Community and the Ktunaxa Nation overall. Therefore, anyone who joins the organization should have an understanding of AFN and/or the Ktunaxa Nation. This understanding can be gained from being a member of the AFN Community and/or the Ktunaxa Nation, being from AFN or Ktunaxa ancestry, or from working with the Community and/or the Nation. If a person looking to join the AFN Organization does not currently possess this understanding of the Community or Nation, they must demonstrate a genuine interest to learn more and stay informed about the culture to gain a greater understanding.