



**MUNICIPALITY OF NORFOLK TREHERNE**  
**215 Broadway Street, Box 30**  
**Treherne, MB R0G 2V0**  
**(204) 723-2044**

## **JOB POSTING**

**POSITION:** Utility Operator II – Permanent Full Time  
**RATE OF PAY:** \$32.11 per hour  
*This is a unionized position and rate of pay is subject to the current collective agreement.*  
**POSTING DATE:** January 6<sup>th</sup>, 2026  
**CLOSING DATE:** January 31<sup>st</sup>, 2026

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### **Job Summary:**

Under the direction of the Operations Manager, the Utility Operator is responsible for performing duties related to the operation, monitoring, repair and maintenance of all water treatment and distribution and wastewater collection and treatment systems and facilities within the Municipality. To comply with Provincial Legislation, the Utility Operator must assume the role of Operator in Charge on a rotational basis with fellow qualified staff or as directed by Council.

### **Job Duties:**

- Perform duties related to the maintenance, inspections, repairs and testing of the water system including main lines, valves, hydrants, service lines, meters, accessories, and appurtenances.
- Perform duties related to the maintenance and repair of wastewater systems including manholes, main lines, service connections, lagoons, accessories, and appurtenances.
- Operate and maintain the main equipment at the Water Treatment Plants.
- Operate and maintain the main equipment for the Lagoons.
- Operate and maintain bulk water wells and systems.
- Perform the required tests, checks and sampling for the monitoring of treatment processes.
- Provide and maintain accurate records regarding the day-to-day operations, ensuring that all records required under the Provincial Regulations for the Environment Act are in both written and electronic format.
- Submit required reports to the Provincial and Federal agencies.
- Maintain and update, as required, information relevant to the Asset Management Plan.
- On a quarterly basis, carry out a reading of all the water metering equipment and work with the office staff to provide information for the preparation of the quarterly utility bills along with any additional readings that may be required during the quarterly billing cycle.
- Provide underground utility locations for outside utilities, contractors etc.
- Provide a monthly report to Council on any significant operations or activities.
- Prepare requests for capital funding for the Water & Sewer Committee to recommend upgrades, renewals, equipment replacements, etc.
- Correspond with consumers, contractors, federal or provincial agencies, etc. as required.
- Maintain and update mapping records and mapping systems.
- Provide support and training to other employees within the department as required.
- Perform other duties as may be assigned.

### **Job Requirements:**

- Grade 12 education.
- Certified in Level II Water Treatment
- Certified in Level I Water Distribution
- Certified in Level I Wastewater Collection
- Certified in Level I Wastewater Treatment
- Computer proficient and able to operate a desktop PC with a Windows environment. Experience and proficiency with Microsoft Office 365 (Outlook, Word and Excel)
- In possession of a current valid Class 5 Manitoba Driver's License

### **Job Attributes**

- Ability to communicate clearly and concisely, both orally and in writing. This includes the ability to understand written and verbal instructions.
- Ability to establish and maintain positive working relationships with employees at all levels of the organization, external contacts, and the public.
- Show competence in safe work practices, occupational hazards, safety precautions, regulations, and procedures applicable to the work area.
- Physically able to perform the duties associated with the position.

### **Interested applicants should direct their resumes and inquiries to:**

Jackie Clayton, CAO  
[cao@norfolktreherne.ca](mailto:cao@norfolktreherne.ca)  
(204) 723-2044 ext. 2224