

**Federation of PEI Municipalities (FPEIM)**  
**Sample Position Description**  
**Water and Sewer Technician**

<b>Job Title:</b>	Water and Sewer Technician
<b>Position Type:</b>	Permanent full time
<b>Report To:</b>	Superintendent of Public Works (Note: If no such Public Works supervisory position exists, reporting will be to the Administrator/CAO)
<b>Subordinate Staff:</b>	Casual or part-time employees as assigned.
<b>Level/Salary Range:</b>	
<b>Job Description</b>	
<p><b>POSITION SUMMARY</b></p> <p>The Water and Sewer Technician is responsible, under the direction of the Superintendent of Public Works, for monitoring and maintaining the municipality's water and sewer systems; for operation and maintenance of water supply and sewer management systems; and for adherence to all environmental and provincial/municipal regulations and requirements with regard to operation, monitoring and reporting.</p> <p><b>PRINCIPLE DUTIES AND RESPONSIBILITIES</b></p> <p><b>Operation of Sewer and Storm Sewer Systems</b></p> <ul style="list-style-type: none"> <li>• Maintaining electrical systems, sensory equipment, pumps and metering systems.</li> <li>• Maintaining buildings, grounds and equipment.</li> <li>• Applying knowledgeable of Chlorination and De-chlorination procedures.</li> <li>• Data collection, monitoring and testing.</li> <li>• Maintaining effluent production which complies with environmental standards.</li> <li>• Submission of samples to appropriate laboratories to confirm that effluent complies with environmental standards.</li> <li>• Applying knowledge of sludge processing.</li> <li>• Maintaining and servicing lift stations</li> <li>• Applying a sound knowledge of the Municipality's sewer and storm sewer systems in order to help coordinate projects with engineers and contractors.</li> <li>• Undertaking sewer main repairs and cleanings.</li> <li>• Completing work orders for all jobs and maintaining the necessary stock inventory and equipment.</li> </ul>	

**Federation of PEI Municipalities (FPEIM)**  
**Sample Position Description**  
**Water and Sewer Technician**

**Operation of Water Systems**

- Maintaining electrical systems, sensory equipment, pressure release valves, and metering systems.
- Applying knowledge for proper Chlorination and Fluoridation procedures.
- Submission of water samples for analysis and interpretation of results.
- Applying knowledge for well field operations.
- Applying knowledge for reservoir operations and cleanings.
- Conducting public tours and addressing public concerns.
- Applying a sound knowledge of the Municipality's water system in order to help coordinate projects with engineers and contractors.
- Maintaining water meters, including repairs, installations, and readings.
- Performing repairs to water mains, valves and hydrants.
- Conducting water main flushing and cleaning.
- Maintaining, flushing and winterizing hydrants.
- Pigging (cleaning) of water lines.
- Maintaining accurate equipment and monitor logs.
- Preparing accurate work orders for all jobs and maintaining stock inventory and equipment in order to complete assigned work.

**ADDITIONAL DUTIES**

The Water & Sewer technician may be responsible for these maintenance duties:

- Lab equipment maintenance.
- Landscaping, lawn mowing, and flower bed gardening.
- Cleaning and maintenance of municipal property.
- Snow removal.
- Garbage collection.
- Construction projects.
- Transportation of dangerous goods.
- Flagging and setting up the appropriate cautionary signage.
- Composting.
- Other duties as assigned by the Superintendent of Public Works and/or the Administrator/CAO.

**Federation of PEI Municipalities (FPEIM)**  
**Sample Position Description**  
**Water and Sewer Technician**

**REQUIRED QUALIFICATIONS (MINIMUM)**

- Completion of grade 12 (GED) and/or combination of education and experience. (Note: A higher level of education will be required for the higher certification levels.)
- WHMIS.
- Ability to attain certification to the required level for the utility/facility.
- In possession of a valid Prince Edward Island driver's license (at least Class 5).
- Certified in Emergency First Aid and CPR.
- Physically capable of completing assigned tasks and responsibilities while complying with deadlines.
- In possession of a solid knowledge of laboratory procedures and have experience with the operation of various laboratory equipment. (Note: This may or may not be required depending upon the utility/facility.)

Last Updated By:

[Click here to enter text.](#)

Date/Time:

[Click here to enter text.](#)

**LIMITATIONS AND DISCLAIMER**

- i) **This “sample position description” is provided for use only as a guide in the development of job descriptions in municipal government. Sample position descriptions, if used as a resource, MUST BE CUSTOMIZED by the user to meet the needs of the specific municipality. The FPEIM assumes no responsibility for a municipality’s use of this “sample” or for the accuracy of any position description that is developed.**
  
  - ii) **This “sample position description” is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the identified position. This description provided in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and Provincial Laws. Requirements identified are representative of what might be expected to be minimum levels of knowledge, skills and/or abilities.**
-

**Federation of PEI Municipalities (FPEIM)**  
**Sample Position Description**  
**Water and Sewer Technician**