

**TOWN OF WYNYARD**  
**JOB DESCRIPTION – WATERWORKS SUPERINTENDENT:**

Working in conjunction with the Town Superintendent, the Town of Wynyard Waterworks Superintendent (Foreman) is responsible for the effective management, operation, and maintenance of the Trident II Water Treatment Plant and for the overseeing of the water distribution system and the wastewater system. Specifically, the Waterworks Superintendent has the following responsibilities:

- 1) Oversee and participate in the operation and maintenance of the Trident II Water Treatment Plant.
- 2) Oversee and participate in the operation and maintenance of the water intake system including a network of eleven wells located in and around Wynyard.
- 3) Oversee and participate in the operation and maintenance of the water distribution system including two reservoirs.
- 4) Oversee and participate in the operation and maintenance of the wastewater system including our lift station and lagoon.
- 5) Completing all forms and reports required by the Ministry of Environment, the Saskatchewan Watershed Authority, and as demanded by legislation.
- 6) Keep Council up to date on all pertinent waterworks related topics by completing all forms and reports required by the Town of Wynyard.
- 7) Oversee and participate in the start-up and shut-down of the Swimming Pool and Paddling Pool.
- 8) Oversee and participate in the start-up and shut-down of the Wynyard Regional Park.
- 9) Insure that the “Water Plant Operator Requirements” are met by supervising staff and participating in the following duties:

A) DAILY: - keeping detailed records and backups

- perform tests on raw water and treated water such as chlorine levels (both total and free), iron, colour, fluoride, turbidity, manganese, and PH.
- maintain clean work areas around the water plant, wells, reservoirs, lift station and lagoons.
- grease equipment when needed such as electric motors, packings for shafts and universal joints.
- keep air compressor equipment operating properly to insure proper running of such equipment as air dryer systems and air valves for the filter units.
- use available staff when performing potentially dangerous duties – for example, never work alone while changing chlorine tanks or checking for chlorine leaks.

B) WEEKLY: - properly collect water samples for mandatory testing at the Regina Provincial Laboratory.

C) BI-WEEKLY: - monitor all wells and measure depth on piezometer observation posts.  
- record data from wells and piezometers.

D) MONTHLY: - perform maintenance checks on equipment in the water plant, wells, lift station and reservoirs.

E) YEARLY: - record all yearly data from other record keeping duties.  
- send the General Chemical, Health and Toxicity, and Lagoon samples as required.

F) SPECIAL NEEDS:

- perform work orders, shut-off requests, and other similar duties as requested by the Town Office and Town Shop.
- perform the installation, cleaning, and reading of water meters.
- familiarize yourself with the operation of various systems such as the lift station, filter building, distribution building, and Town Shop.
- be willing to work your share of weekends, statutory holidays, and water break emergencies.
- posses a valid drivers licence.
- be willing to obtain a minimum of Class II Water Plant Operator Certificate.
- be willing to participate in education workshops to keep certification valid.