



Employment Opportunity To the Members of CUPE Local 770

Utility Operator Full Time

Under the direction of the Director of Infrastructure – Public Works and/or Supervisor, the successful candidate will be responsible for the operation, monitoring, and maintenance of the Municipality's drinking water source, distribution, and treatment systems, including mains, wells, reservoirs, chlorination/treatment systems, meters, and buildings.

The position also includes preventative maintenance, record keeping, water sampling and testing, callouts, overtime, and other related duties as assigned.

This is being posted as per the CUPE Local 770 Collective Agreement.

Please submit your resume outlining your qualifications, relevant educational background, relevant training, and work experience to:

Municipal District of St. Stephen
Attn: Melanie Neilson, Administrative Assistant
22 Budd Avenue, St. Stephen, NB E3L 1E9
Email: melanie.neilson@chocolatetown.ca
Fax: (506) 466-7701

Please reference: Competition No 003-2026

Closing Date: 07 Aug 2026

The Municipal District of St. Stephen thanks all respondents; however, only those selected for an interview will be contacted.

Job Description

Job Title:	Utility Plant Operator
Job Type:	Full-Time, Union
Reports To:	Director of Infrastructure – Public Works

Work Summary

Under the direction of the Director of Infrastructure – Public Works, the Utility Operator maintains the total drinking water system including mains, wells, reservoirs, chlorination/treatment systems, meters, and buildings through a preventive maintenance schedule.

Duties and Responsibilities

Under the direction of the Director of Infrastructure – Public Works:

- Responsible for a proper record keeping system as required by Department of Environment and Local Government, Department of Health, and the Municipal District of St. Stephen.
- Must be available for callouts and overtime, as required.
- Assist in ensuring all regulations are enforced.
- Performs any combination of the following type tasks pertinent to controlling operation of the drinking water system.
- Operates treatment facilities to control flow and treatment of drinking water.
- Monitors gauges, meters, and control panels.
- Maintain and carry out mainline flushing program.
- Observes variations in operating conditions and interprets meter readings, records, and test results to determine operating requirements.
- Collects samples and performs basic laboratory tests on drinking water; maintains operations logs and records and prepares routine reports for the Director of Infrastructure – Public Works.
- Starts, stops, and inspects pumps in pumping stations, inspects reservoirs and transmission systems.
- Makes operating decisions in the absence of supervisory personnel.
- Prepares system's annual report.
- Schedules, performs, and arranges preventive maintenance and repairs on mechanical and electromechanical machinery and equipment included in the drinking water source and distribution system, including pumps and control systems under the general direction of the Director of Infrastructure – Public Works.
- Maintains buildings, structures, and grounds included in the drinking water system.

- Duties include any combination of tasks such as the following lubricates equipment and checks for operational problems; replaces packing or mechanical seals in pumps or valves; replaces bearings in pumps and other equipment; cleans out pipes and performs other plumbing and pipefitting tasks as required; assists in the installation and start-up of new equipment.
- Maintains maintenance records and makes routine reports.
- Determines and requests maintenance supplies, including spare parts.
- Supervises and inspects the work of maintenance contractors.
- Performs general maintenance and repair tasks on buildings, structures, and grounds.
- Performs testing procedures for toxic and combustible gases, and oxygen deficiency before entering confined spaces.

Basic Qualifications

- Minimum Grade 12 or equivalent plus successful completion of related training programs or courses as required by the Municipal District of St. Stephen and/or the Province of New Brunswick.
- Class II Water Distribution (WD) Certification, or Class I Water Distribution (WD) Certification with the intent and demonstrated ability to obtain Class II certification as soon as reasonably practical.
- Experience in the operation, maintenance, and repair of drinking water source, distribution, and treatment processes and equipment, or an equivalent as approved by the Municipality.

Additional Training

The Utility Operator will be expected to increase their job ability and skills through on-the-job training and continuous, organized study and participation in operator training programs and seminars as required and recognized by the Municipal District of St. Stephen.

General Requirements

- General knowledge of the principles of operation and maintenance of drinking water treatment and distribution systems including pumps, motors, and related electrical and mechanical pumping stations and treatment plant equipment (including pump controls, centrifugal pumps, submersible pumps, etc.).
- Knowledge of work hazards and applicable safety precautions.
- Ability to perform duties rapidly, accurately, and economically.

- Understanding of basic maintenance management and record keeping practices and procedures involved in successful scheduled equipment maintenance; ability to establish and maintain effective communication and working relationships.
- Ability to read and interpret technical plans, maps, construction drawings, and specifications pertaining to wastewater treatment plants and pumping stations.
- Good health and physical condition, and a good attendance record.
- Demonstrated above-average conscientiousness and keen interest in drinking water pumping and treatment.
- Valid New Brunswick Class 3 driver's licence with Air Brake Endorsement (E) is considered an asset.