



Town of Nanton

Employment Opportunity – Assistant Utility Operator

Dated: August 18, 2026

The Town of Nanton is inviting applications for a permanent full-time Assistant Utility Operator starting immediately.

Under the supervision of the Operations Manager and working with other utilities staff, the Assistant Utility Operator, is responsible for the daily operation and maintenance functions of the water, wastewater, and storm systems of the Town of Nanton including but not limited to; collection, distribution, treatment plants, raw water collection and storage. Weekend hours and 24/7 on-call is required for water and sewer testing along with call outs on a rotational basis. This is an entry level position with a progressive increase in duties, responsibilities, and assignments.

Level 1 certification in all 4 disciplines (Water distribution & treatment and Wastewater collection & treatment) is expected within 18 months of starting in this position. Once complete, the operator will be qualified to move into a Level 1 operator position. Certified courses are then to be completed as they can be according to Alberta Environment and Parks and as the AWWOA allows. Work towards Level 2 certifications is permissible in discussion with the Operations Manager however, these qualifications will not automatically qualify the operator for a Level 2 operator position with the Town of Nanton.

The following is a list of work requirements but is not all inclusive:

1. Operating and Monitoring and Testing
 - Controls operating procedures and process for the water and wastewater treatment plants and systems.
 - Ensures water and wastewater quality standards required by Alberta Environment and other authorities are met by sampling, analyzing, recording, and making required adjustments daily.
 - Performs work within Alberta Occupational Health and Safety standards
2. Maintenance Repairs
 - Maintains and repairs all operating and production equipment for the utility systems with the accent of preventative maintenance.
 - Reports all maintenance and repair problems to supervisor.
 - Maintains the buildings and grounds of all areas associated with the utilities system.
3. Reporting
 - AEP and AHS contravention reporting as it applies to the water and wastewater services.
 - All reports, test results and records required by the Town of Nanton, Provincial and Federal agencies requiring it.

4. Other

- Assistance in or with other departments as assigned by the Operations Manager.
- Performs other related duties as required.
- Participates in all other training included but not limited to safety, emergency management and others as dictated by management.
- Water meter reading, including automated and/or manual reads, installation, repairs, and checks of water meters.
- Installation, repairs or monitoring repairs of water and sewer lines as required including flushing, testing and delivery of samples to where required.
- Flushing and camera inspections of systems
- Installation of water meters

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Mechanical aptitude an asset; must have the ability to detect problems and to repair and maintain mechanical equipment with an emphasis on preventive maintenance.
- Proactive commitment to learning and keeping current in the knowledge and legal requirements dealing with the best practices, industry standards and laws in all aspects of water and wastewater as it does and could apply in the future.
- Good mathematical, analytical, and problem-solving skills as required.
- Knowledge of safety rules and safe equipment operations.
- Must have the ability to carry out oral and written instructions from supervisor.
- Effective interpersonal skills in dealing with the public, peers, and council. Maintain a positive and supportive approach.
- Ability to foster and maintain a positive team environment, share work experience, knowledge and support, train and develop other staff as needed.
- Ability to handle multiple priorities effectively and meet deadlines.
- Must be conscientious and willing to use initiative in performing duties beyond those specifically assigned.
- Always maintain confidentiality.
- Must re-certify or continue certification as required.

MINIMUM QUALIFICATIONS

- Minimum grade 12 high school education or equivalent
- Valid Alberta Class 3 Drivers License
- Must be computer literate, with working knowledge of Microsoft Word and Excel
- Experience in a municipal setting is desirable.
- Fluent in the English language both written and verbal.
- Physically fit to meet the needs of lifting, repetitive valve turning, handling of bulk chemicals and hoses and other related duties.

This is a CUPE position classified as Assistant Utility Operator, with a wage rate of \$33.21 per hour with overtime and on-call rates as applicable. The Town of Nanton offers a competitive benefits package that includes the Local Authorities Pension plan, extended health and dental benefits and a health spending/wellness account.

Interested applicants are invited to submit a cover letter and resume to the Town Office, care of Bill Woytiuk, Operations Manager, mailed to the Town of Nanton - Box 609, Nanton, AB, T0L 1R0, dropped off at the Town office – 1907 – 21st Avenue or emailed to publicworks@nanton.ca

The Town of Nanton thanks all applicants for their interest; however, only those selected for an interview will be contacted. The competition will remain open until September 18, 2026 at 4:00 pm or until a suitable candidate is found.