

SEP 0 1 2022



Building Nunavut Together
 Nunavut Inuit Association
 PC-VACON
 -B11

Job Action Request

**EMPLOYEE RELATIONS
 AND JOB EVALUATION**

1. Position Status: <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		2. Position Title: Wastewater Systems Operator		3. Position Number: 14-14227	
4. Full Time Equivalency (FTE): <input checked="" type="checkbox"/> 1.00 <input type="checkbox"/> _____		5. Hours Per Week <input type="checkbox"/> 37.5 <input checked="" type="checkbox"/> 40 <input type="checkbox"/> 42		6. Schedule: <input checked="" type="checkbox"/> Monday to Friday <input type="checkbox"/> Rotating Shift	
7. Check One Of The Following If Applicable: <input type="checkbox"/> Nunavut Teachers Association <input type="checkbox"/> Wildlife Officer (Group 1) <input type="checkbox"/> Correctional Officer (Group 2) <input type="checkbox"/> College Educators (Group 3) <input type="checkbox"/> Nurse (Group 5) <input type="checkbox"/> School Year Employee (Group 6) <input type="checkbox"/> Job Share Nurse <input type="checkbox"/> Legal Counsel					
8. GN Department: Community & Government Services		9. ePersonality Dept (Division): 14900-03		10. Community: Rankin Inlet	
11. Supervisor's Position Number: 14-03221		12. Supervisor's Position Title: Water, Wastewater Systems Manager			
13. Distribution/Freebalance Code: 14715-01-3-320-1406000-01		14. French Bilingual Bonus Requested: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No DM Approval _____			

15. Indicate The Nature Of Your Job Action Request For evaluation and staffing.	16. Requested Effective Date For Position/Change(s): 26-Aug-2022
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17. Competition: <input checked="" type="checkbox"/> Competition Requires Staffing <input type="checkbox"/> Internal Transfer Assignment <input type="checkbox"/> Interdepartmental Transfer Assignment <input type="checkbox"/> N/A	
18. Employee: <input checked="" type="checkbox"/> Indeterminate Employee <input type="checkbox"/> Term Employee: Term End Date: _____ <input type="checkbox"/> Trainee: Term End Date: _____ <input type="checkbox"/> Indeterminate employee but if there is no successful NLCB, this position will be offered as a term: Term End Date: _____	
19a. Criminal Record Check Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
19b. Reason For Criminal Record Check Involves: A highly sensitive position	

20. Representatives To Be On Panel. 1) Joe Strickland 2) Chris Aukstinaitis	
21. Direct Appointment: <input type="checkbox"/> Request for Decision (RFD) Attached <input type="checkbox"/> Resume Attached	
22. Other: <input type="checkbox"/> Transfer Assignment Attached <input type="checkbox"/> No Job Action Requested	
23. Housing Requested: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Date Requested: _____	
24. Eligibility List <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
25. Restricted Competition (IRM 518 - requires Deputy Minister of Human Resources approval) <input type="checkbox"/> Current GN Employee <input type="checkbox"/> NLC Beneficiaries only <input type="checkbox"/> NLC Beneficiaries by location	

26. Recommended By: (ADM/ Director/ Superintendent)		Approval: (Deputy Head / Designate)	
Joe Strickland - A/ Regional Director		Kyle Seeley - Deputy Minister, CGS	
Name	Name	Signature	Signature
Date	Date	Date	Date
AUG 29 2022		AUG 30 2022	
		Kyle Seeley Deputy Minister	

1. IDENTIFICATION

Position No. 14-14227	Job Title Wastewater Systems Operator	Supervisor's Position Water, Wastewater Systems Manager
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Department Community and Government Services	Branch / Division / Unit Infrastructure / Asset Management / Operation and Maintenance	Community / Region Rankin Inlet / Kivalliq	Location Sewage Treatment Plant / Utilidor System
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Fin. Code: 14715-01-3-320-1406000-01

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>Under the general supervision of the Water, Wastewater Systems Manager, this Wastewater Systems Operator maintains proper sewer flows, temperature and pressures at the Rankin Inlet Sewage Plant, Johnston Cove Lift Station, and Sewer Pipelines.</p> <p>Tests and monitors emergency power to lift stations and wastewater plant.</p> <p>This position has primary responsibility for the Wastewater Collection System during regular and off duty hours.</p>
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3. SCOPE

<p>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?</p> <p>The incumbent has the primary responsibility for the safe and efficient operation and maintenance of the Hamlet of Rankin Inlet's wastewater collection and treatment infrastructure while ensuring environmental compliance of the wastewater effluent.</p> <p>Any major wastewater infrastructure breaks in hamlet system need to be repaired immediately to prevent sewer mains from freezing and possible damage to surrounding buildings.</p> <p>Failure to monitor the system and complete repairs in a timely basis could cause a serious health risk or disruption of services to the community of Rankin Inlet.</p>
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4. RESPONSIBILITIES

<p>Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers <i>why</i> the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.</p>

Daily System Operations

- Perform daily checks on, Sewage Plants and Lift Stations.
- Remove solid waste from Sewage Plant and dispose of at the local landfill.
- Clean wastewater plant, including wastewater plant auger system.
- Fill out Operator's Reports, wastewater flows, solid waste weights, parts order forms and Plant Log Book in a legible manner.
- Collection of sewage samples to submit to laboratory.
- Minor repairs and adjustments as required.

Ongoing PM and Repair Program

- Inspect and exercise valves in manholes.
- Inspect and maintain auger system.
- Repair and rebuild equipment as required or as directed in M.M.S. schedule.
- Supervises and coordinates repairs of Sewer Mains.
- Operate and repair Utilidor system using the following equipment: Sewer cleaners, Sewer Cameras, Butt-Fusion Machines, Hydro-vac truck and Steamers.
- Maintain and operate the sewage plant, lift stations and equipment in a clean condition and good working order. This includes: diesel fuel lines, filters, pumps and burners, removal, replacement and repair of pump, thermometers, pressure gauges, flow switches, flow sensors, exercising valves and other related repairs.

Improvements to the Wastewater System

- Follow guidelines, upgrade and maintain schedules.
- Work with both technical and trades staff to improve Utilidor System.
- Work with, and supervise contractors and other duties as required.

Other Duties

- Assist and act as Utilidor Systems Operator when required which provides potable water to the Hamlet of Rankin Inlet.
- Entry into facilities and offices of Government of Nunavut departments and agencies (GN) to conduct inspections and maintenance as needed.
- Training other personnel, as required.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance. *Knowledge* identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

- Hold a current certification for Wastewater Collections Level II or Wastewater Treatment Level II OR Journeyman Plumber c/w Wastewater Collections Level I or Wastewater Treatment Level I OR a Journeyman Plumber with a willingness to achieve either Wastewater discipline level within 12 months of being awarded the job;

- Be a self-starter who can set priorities and foresee implications for delays to completing repairs;
- Demonstrated mechanical aptitude and ability;
- Willingness to learn new technology;
- Good oral and writing skills with proficiency in math and science;
- Ability to diagnose and troubleshoot problems;
- Ability to plan and perform duties in an efficient manner;
- Ability to follow instructions and work within GN guidelines;
- Possession of a valid Class 5 Driver's License and within a year, successfully obtain a Class 3 license with air brake endorsement;
- Willingness to work under adverse conditions;
- Ability to operate basic computer applications;
- The successful candidate must achieve current vaccination in Hepatitis A & B, and tetanus within the first three months of employment;

A criminal records check will be required for this position under Directive 517 of the GN Human Resources Manual. The position is deemed highly sensitive.

The duties of this position require access GN offices, buildings, medical facilities and schools that involve periodic interaction with children and youth. Submission of a satisfactory vulnerable sector check is a requirement of this position.

Experience working in rural, remote or northern communities is an asset.

Fluency in Inuktitut/Inuinaqtun is an asset.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

Work load can be very heavy at times. Climatic conditions can be extremely severe (-35 C with 40 km winds) while dealing with frozen or plugged sewer main lines that need to be cleared to ensure uninterrupted service. Repairs on water/sewer mains can take several days to repair with 12 to 14 hour shifts (maybe longer) in varied Arctic conditions.

Work environment is described as cold, damp, containing nauseous odours, windy and includes confined working spaces.

Safe handling and use of water treatment chemicals that can be very dangerous if not used appropriately.

Customer dogs pose a hazard for doing repairs to the distribution mains or doing regular water meter readings.

- Carrying equipment and performing tests that require a level of physical strength is required;
- Must be able to work in hot, cold and/or wet conditions while climbing into access vaults and/or trenches;
- Travel by foot in harsh climatic conditions, such as deep snow, icy roads and wet muddy areas are a normal occurrence. This combined with cold and high velocity winds may make working conditions at times very dangerous;
- Good balance required for walking and climbing into trenches that may be ice covered in the winter;
- Inspecting duties will require that construction sites be visited and hazards inherent in such sites must be recognized along with the proper procedures followed for safe site visits.
- In rare instances, performing duties at isolated locations unaccompanied.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

- Climatic conditions can vary, and extreme cold and windy conditions may have to be taken in consideration when visiting communities;
- While performing site inspections \ visits the incumbent may be required to spend lengthy periods of time outdoors in extreme weather conditions, walking to site, awkward positions in small mechanical and electrical spaces;
- Toxic fumes, hazardous chemicals, hazardous materials maybe encountered at any inspection site;
- Loud noises, heavy equipment and other hazards are frequently encountered;
- Frequent winter storms and summer fog, delays many airline schedules, which may strand a traveler for extended periods away from family and home;
- In many hotels the dietary choices are limited;
- Insects and carnivorous animals maybe encountered.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

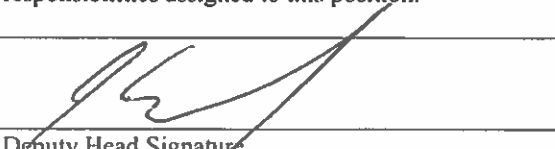
- Loud noises on sites may make hearing difficult;
- Extreme cold and wind-chill require project officers to wear many layers of clothing, which may make movement difficult, inhibiting the use of some tools and requiring that extra precautions be taken to prevent frostbite;
- Strong, undesirable odours from wastewaters and screenings

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

- 45% of the time, there is mental stress associated with meeting difficult schedules, extreme weather conditions, and remoteness of community;
- 45% of the time, the incumbent must deal with contractors, consultants, and the public in a regulatory and enforcement manner, where at times confrontational situations may contribute to high levels of stress;
- Contact with contractors is often difficult, as many have limited skills, experience, and require additional attention to ensure the project will be completed as per contract documents, on schedule, and within budget;
- Decisions made in enforcing the Codes and Regulations may have a serious impact financially on contractors and building owners. This may lead to confrontations that are threatening and the possibility of physical and verbal threats;
- Due to operational requirements and occasional insufficient staff levels, Wastewater Systems Operator is expected to carry significant workloads and at times required to work extended days.

7. CERTIFICATION

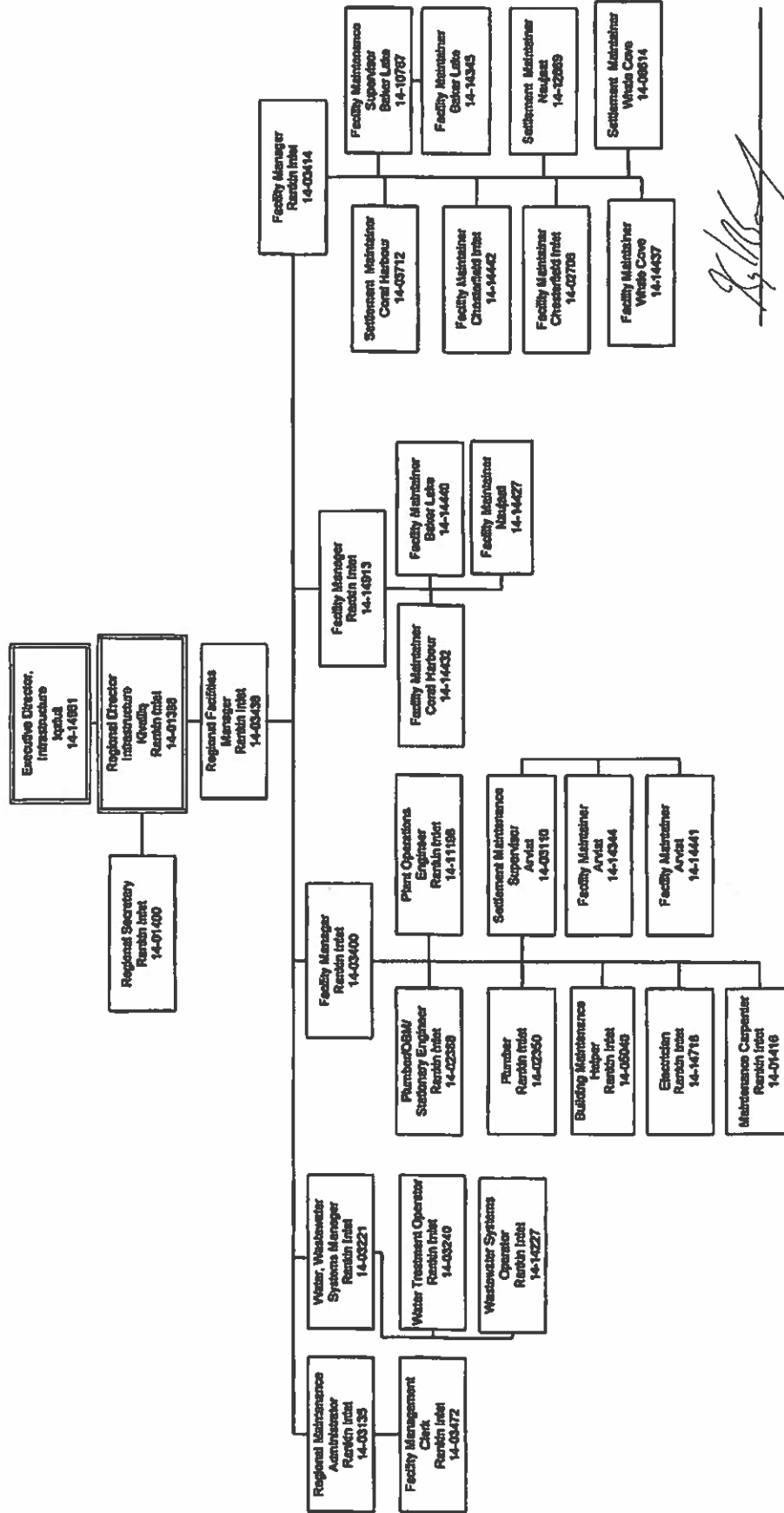
Employee Signature	Supervisor Title
Printed Name	Supervisor Signature
Date:	Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
 Deputy Head Signature AUG 30 2022	Kyle Seeley Deputy Minister Community & Government Services Government of Nunavut
Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.

Department of Community and Government Services
 Infrastructure Kivalliq Region (a)
 Chart 10



Deputy Minister: Kyle Seeley
 September 27, 2021

Kyle Seeley
 Deputy Minister
 Community & Government Services
 Government of Nunavut

APR 11 2022