

## SCHEDULE "A"

### ALBERTA CAPITAL REGION WASTEWATER COMMISSION

**POSITION:** Wastewater Source Control Technician

**SUMMARY OF POSITION:** A Source Control Technician is responsible for planning, executing and continually improving the elements of the Source Control program. The program manages wastewater discharges into the sanitary sewer system at the source, where pollution should and can be prevented. Excellent interpersonal skills are essential in this team-oriented position. ACRWC's Source Control Technicians work together closely and liaise with ACRWC's laboratory and operations staff, ACRWC's thirteen-member municipalities, regional businesses and EPCOR.

**STATUS:** Full-time

**DESIGNATION:** Regulatory Services - Source Control

**REPORTS TO:** Source Control Supervisor

**SUPERVISES:** No direct reports

#### **Key Responsibilities:**

- Adhering to ACRWC's Health, Safety and Environmental Programs.
- Protecting the environment, as well as the operating capabilities of the regional wastewater treatment plants.
- Planning and conducting site inspections of, and sampling wastewater discharged from, regional industrial, commercial, and institutional (ICI) facilities and hauled wastewater septage receiving stations.
- Educating stakeholders about the Source Control Program's initiatives via municipal events, wastewater seminars and other forums.
- Management and analysis of data/records.
- Monitoring compliance to regional bylaws.
- Generating and issuing technical reports and correspondence to various internal and external stakeholders.
- Assessing wastewater discharge applications from member municipalities/ICIs and developing and managing corresponding wastewater discharge permits.
- Liaising with ACRWC member municipalities and ICI customers.
- Other duties as assigned.

#### **Qualifications/Experience:**

- Environmental or related diploma or certificate OR previous source control experience OR valid wastewater treatment or collection certification.
- Valid Class 5 license
- Strong planning and organizational skills.
- Intermediate experience with Microsoft Office (i.e. Excel and Word).
- Excellent interpersonal skills.
- Medically and physically fit to perform the duties of the position in all types of weather including lifting up to 20kg.
- Must be a self-starter, able to work under minimum supervision, exercise good judgment, effectively handle conflicting priorities, public demands and complaints.
- Experience with Sewer-Use Bylaws, Provincial and Federal guidelines, and regulations.

The work is split between the office environment and the field.