



The Village of Neudorf is currently seeking a reliable, experienced and highly organized individual to manage our Reverse Osmosis Water Treatment Plant. The Water Plant Manager will also be responsible for Village Maintenance for a population of 263 people. This is a full time position with benefits. Council is willing to consider contracting the Water Treatment aspect of this position, however preference will be given to an individual willing to commit to the full-time position offered.

We are seeking someone who is currently possesses the following certifications:

**CLASS 2 WATER TREATMENT & CLASS 1 DISTRIBUTION  
CLASS 1 WASTEWATER TREATMENT & COLLECTION**

**PRIMARY DUTIES:**

- ❖ Perform daily operation and maintenance of the Water Treatment Plant
- ❖ Conduct treatment processes along with detailed sampling, monitoring and analysis of water in compliance with Saskatchewan Water Security Agency regulations.
- ❖ Analyze test results and instrument readings
- ❖ Complete and maintain plant logs and reports
- ❖ Send Samples to Provincial Lab bi-weekly.
- ❖ Make adjustments to plant equipment and systems
- ❖ Monitor and inspect plant equipment and systems to detect possible equipment malfunctions and to ensure plant systems are operating normally
- ❖ Make adjustments to optimize the water and wastewater treatment processes and record process and equipment performance.
- ❖ Maintain inventory of parts and materials to support perpetual operation and maintenance of the treatment plants and related infrastructure.
- ❖ Check sewer lift daily, clean area around pumps weekly, flush monthly
- ❖ Monitor, control, and respond to alarms for both the water treatment plant and the lift station.
- ❖ Monitor Lagoon levels bi-weekly, discharge bi-annually. Take samples as per Saskatchewan Water Security guidelines and maintain logs. Ensure fencing is secure and monitor for potential hazards such as beaver dams.
- ❖ Flush Hydrants twice per year, more often if necessary

**MAINTENANCE DUTIES:**

- ❖ Cut grass throughout designated areas of Village during spring and summer
- ❖ Clear snow from all streets in the winter months
- ❖ Perform repairs and routine maintenance to Municipal buildings
- ❖ Road repairs
- ❖ Tree trimming

- ❖ Assist with repairs to infrastructure such as water breaks.
- ❖ Other duties, as required

**QUALIFICATIONS:**

- ❖ Class 2 Water Treatment and Class 1 Water Distribution, in addition to Class 1 Wastewater Treatment and Collection are mandatory requirements
- ❖ Grade 12 or equivalent
- ❖ Valid Class 5 Saskatchewan Driver's License
- ❖ Experience with operating heavy equipment and commercial mowers.
- ❖ Knowledge and experience managing a Water Treatment Facility.

**Please submit application including Cover Letter and salary expectations to:**

**Village of Neudorf**

**Attention: Angela Robertson, Acting CAO**

**Box 187**

**Neudorf, SK S0A 2T0**

**Email: [vneudorf@sasktel.net](mailto:vneudorf@sasktel.net)**

**Fax: (306)748-2555**

**Phone: 306-748-2551**

**\*\*This position will remain open until a suitable candidate is found\*\***