



## **Employment Opportunity** **North Shore Micmac District Council Inc.**

<b>Position Title:</b>	Circuit Rider Trainer Class II, Atlantic Canada
<b>Report To:</b>	Circuit Rider Training Program Manager
<b>Work Location:</b>	New Brunswick
<b>Duration of Employment:</b>	<b>Full Time</b>
<b>Annual Salary Range:</b>	<b>\$65,000 – 75,000</b>
<b>Closing Date:</b>	5:00 p.m., Friday, August 21 <sup>st</sup> , 2020

**North Shore Micmac District Council Inc. (NSMDC)** provides technical services and training to First Nation communities through the Circuit Rider Training Program (CRTP) in the Maritime Provinces. The CRTP is a federally funded program delivered to First Nation communities in New Brunswick, Nova Scotia and Prince Edward Island for over 18 years.

NSMDC is seeking a highly-motivated individual to take on the responsibilities of a Circuit Rider Trainer (CRT) Wastewater Specialist whom will be employed on a one-year term basis (renewed annually) to deliver training, mentoring and provide support services to a minimum of five First Nation communities in New Brunswick. This CRT position will report directly to the CRTP manager and will be responsible for planning, organizing, delivering and reporting on a variety of mentoring, training and operational needs for First Nation wastewater system operators.

Please take note that this is a full-time term position. The successful candidate will be expected to make at least six site visits per First Nation community each year, as well as be available at other times to address any inquiries and or respond in person to unexpected issues that may arise in these wastewater systems.

### **CIRCUIT RIDER TRAINER JOB DESCRIPTION**

#### **QUALIFICATIONS**

- It is preferred that the candidate hold a minimum Class II certification in Water Treatment and Distribution and a minimum Class II certification in Wastewater Treatment and Collection.

- Require a minimum of 5 years experience in the water and wastewater fields; supervisory or lead hand experience would be an asset.
- Preferably a college-level diploma related to water and wastewater resource technology.
- Candidate be mechanically inclined and understand the importance of preventive and corrective maintenance programs.
- Knowledgeable in applicable Environment Canada Wastewater System Effluent Regulations (WSER) and the Effluent Regulatory Reporting Information System (ERRIS).
- Training in the following safety awareness topics is an asset:
  - Workplace Hazardous Materials Information System (WHMIS)
  - Operator Health & Safety
  - Confined Space Entry
  - CPR and First Aid Training
- Must be willing to travel to remote locations and to stay onsite for up to a week at a time.
- Must be willing to work outside in inclement weather.

#### **KNOWLEDGE OF**

- Water chemistry, microbiology, and mathematics.
- Mechanical, chemical, and biological wastewater treatment processes, wastewater collection systems, and receiving water protection.
- Occupational Health and Safety (OHS) Regulations and WHMIS.
- Applicable legislation and regulations relating to constructing, operating, and monitoring of wastewater facilities.
- Protocol for Centralized Wastewater Treatment Systems in First Nation Communities would be an asset.
- Roles and responsibilities of all stakeholders (Operator, Chief and Council, Indigenous Services/Health Canada (ISC) and Environment Canada involved with First Nation drinking water and wastewater systems would be asset.

#### **LEADERSHIP/HUMAN RELATIONSHIP COMPONENTS**

- Ability to plan, organize, and implement a mentoring program by determining short- and long-term objectives and evaluate outcomes.
- Good communication skills, both oral and written.
- Must possess excellent trouble-shooting and problem-solving skills.
- Good understanding and use of computer software (Microsoft Office and Outlook)
- Knowledge of SCADA systems, PLC and HMI systems.
- Instrumentation experience would be an asset.
- Familiar with First Nation communities, culture and values.

#### **ROLES AND RESPONSIBILITIES**

Plan, organize, and deliver a variety of mentoring, training, and hands-on assistance under the CRTP as per the Minimum Program Requirements for water and wastewater systems in First Nation communities. The training activities that CRTs may be required to undertake with water or wastewater operators include:

- Support operators to meet the quality requirements for water and/or wastewater stipulated in relevant codes and regulations, including Indigenous Services Canada protocols, Health Canada Guidelines, and Environment Canada's Wastewater Systems Effluent Regulations.

- Support operators in developing functional operation and maintenance work plans for each water and wastewater system along with the development of maintenance management programs (MMP), standard operating procedures (SOP) and emergency response plans (ERP).
- Demonstrate how routine maintenance and repairs are conducted which may also include the need to assist in the procurement and management of outside expertise when required for repairs and maintenance.
- Aid system operators to familiarize themselves with the procedures required to conduct sampling and testing to meeting reporting requirements.
- Train system operators in completing the required record keeping to properly document and assess operations.
- Provide comments on feasibility studies and design proposals.
- Attend the commissioning process of a new water and wastewater facilities.
- Aid Chief & Council to develop and implement a training plan to assist the system operator(s) to attain and maintain the level of certification required for their facilities.
- Identify occupational health and safety concerns and identify OHS training needs for operators.
- Support the operators to develop and implement emergency response procedures to follow in the case of an emergency impacting water and wastewater facilities.
- Participate in provision of a 24/7 technical support line to First Nations, as required.
- Prepare and submit post site visit reports in at the conclusion of each site visit to program manager for review.
- Participate in workshops to plan, organize and present training material as required.

### **Travel Requirements**

- CRT will be required to make at least six site visits per year to deliver training, mentoring and support to each of the five assigned First Nation communities in New Brunswick.
- Some travel in small aircraft may be required as assignments change at the discretion of management.
- Successful candidate must possess a valid driver's license, have access to a reliable and insured vehicle.

For more information on this position, please contact: Tristan Brown, Circuit Rider Training Program Manager, at (506) 875 8689 or [tristanbrown@nsmdc-crtp.com](mailto:tristanbrown@nsmdc-crtp.com).

Interested applicants shall submit a resume and cover letter highlighting qualifications to Jennifer Black at [jenniferblack@nsmdc-crtp.com](mailto:jenniferblack@nsmdc-crtp.com) by 5:00 pm, Friday, August 21<sup>st</sup>, 2020. Applicants are responsible for the timely receipt of applications.

*[NSMDC is an equal opportunity employer and welcomes applications from all interested parties. We thank you for your interest, however, only those candidates selected for an interview will be contacted.](#)*

*[Check out our website at nsmdc-crtp.com](http://nsmdc-crtp.com)*