



Operator Certification Board

Phone # (306) 789-3430

Certification Application Form Water and Wastewater Utility Operators

Are you applying for an upgrade or change to your existing mandatory certificate? Yes _____ No _____

Name (Please Print): _____

Address: _____

Postal Code: _____ Phone #: _____ Fax #: _____

In order to maintain up to date records, the Operator Certification Board would like your permission to transfer your existing record (list of CEUs and exam marks) from Saskatchewan Environment and Resource Management to the Board office. This is not a requirement, simply a request.

To authorize this record transfer, please sign in the space below.

I hereby authorize Saskatchewan Environment to provide the Operator Certification Board with a copy of my record.

Signature

IMPORTANT: Complete the entire application form. Remember to attach copies of your education transcripts or diploma, your certification exam marks and the non-refundable application fee.

Reminder:

The cost of application is \$130.00. The \$130.00 fee includes a two-year certification period if all criteria are met. This fee is non-refundable. Please attach a cheque made payable to the 'Operator Certification Board' to your completed application form.

Section 4

I hereby certify that the foregoing information is true and authorize the Operator Certification Board to verify this information.

Signature of Applicant

Date

Municipal official or supervisor must sign this application to verify operating duties and terms of employment.

Authorized Signature of Supervisor
Or Municipal Official

Date

Name of Authorized Signature
(PLEASE PRINT)

Title

Section 5

This section is for Class-3 and Class-4 applicants only.

Direct Responsible Charge (DRC) Experience

To be certified Class-3 in a Class-3 treatment facility or a Class-4 in a Class-4 treatment facility, operators must have DRC (ie: supervisory) experience that is verified by the supervisor. Indicate plant and plant classification where DRC experience was obtained.

Position held: _____

Years of DRC Experience: _____

Plant and Classification: _____

I hereby certify that the above information is true _____

Supervisor's Signature

Mail to: Operator Certification Board
Mail Room
3211 Albert St.
Regina, SK S4S 5W6

THIS IS A SAMPLE OF HOW SECTION 2a) & 2 b) DUTIES COULD BE COMPLETED

Duties: List in detail operating duties for the category(s) that you are requesting certification in. Also state the type of facility in which you work and the class.

Water Treatment – Class 2 facility, surface water

Water quality testing – turbidity, colour, free & total chlorine, fluoride

Monitor chemical feed equip, mix solutions, refill granular feeders, record chemical use

Backwash filters, monitor coagulation, flocculation, and sedimentation process

Clean and disinfect settling basin and clearwell

Water Distribution – Class 1 facility

Operate standby pump

Collect, test and submit weekly bacti sample

Flush water lines, twice yearly

Operation of hydrants, valve, curb cocks

Wastewater Treatment – Class 1 facility – lagoon system

Monthly inspection of dikes, water levels, structures

Perform spring and fall discharges

Add bacteria for sludge control at lift station

Collect and submit water samples, monitor piezometer levels

Wastewater Collection – Class 1 facility

Check sewage lift station daily which includes checking floats, recording pump times,

Flow rates, check packing gland leakage, etc.

Sewermain flushing and high pressure jetting

New sewermain and service installation
