

Date: December 3, 2020

Job Title: Chief Operator – Water Treatment

Reports to: Operations Leadhand

Positions Supervised: N/A

Position Summary:

- This position's primary focus is the operation and maintenance of all aspects of the water treatment process. The secondary focus is to assist within the water distribution system as required
- Provide training to existing and future operators in regards to operation of the treatment plant

Key Job Duties

Program Development and Implementation:

- Responsible for administration of the District's Cross Connection Control Program
- Prepare and implement strategic planning initiatives to ensure the facility and infrastructure are operated and maintained as effectively and efficiently as possible within approved staffing and budgetary constraints
- Perform water construction and maintenance functions including flow monitoring, preventative maintenance and repair projects

Operations-Administration/Working Function:

- Administer the operation and maintenance of the water treatment facilities and infrastructure in an effective and efficient manner
- Assist the leadhand in the performance of their duties, as required.
- Maintain and evaluate material, equipment and supplies for continuous operation of the water treatment facility
- Ensure processes and finished water are in compliance with local, provincial and federal regulations
- Arrange and supervise the testing processes for final potable water quality ensuring quality control measures are in place
- Responds to, evaluates and resolves emergencies in addition to fulfilling responsibilities within municipal emergency program.
- Development and maintenance of preventative maintenance, asset management and plant safety programs.
- Maintain daily logs, report and correct unsafe conditions and record plant and water system operating data as required.
- Maintains liaison with other municipalities and agencies.
- Perform lab work such as jar tests and specific parameter testing.
- Respond to concerns of the public, resolve emergency water issues, ensure agreement is reached with regards to responsibility and provide information and assistance in repair options.
- Administer the District's cross connection control program, review cross connection tests to ensure proper back flow protection.
- Draft correspondence such as water shutdown, bylaw infractions, general correspondence and memorandums to senior management.

Customer Service/Communications:

- Respond and resolve a variety of concerns with water such as pressure, quality, leaks and water meter issues.
- Ensure satisfactory agreement with the public in resolving issues of responsibility for water related problems.

Risk Management Health and Safety:

- Ensure the effective operation of water and sewer systems to minimize health risks and environmental concerns
- Effective reporting of issues such as turbidity event notification, wastewater spills and the provision of monthly reports to Interior Health Authority
- Practice in and ensure that staff adhere to WorkSafe BC and District policies and procedures
- Participate in and support all health and safety programs and initiatives such as inspections, meetings, workplace inspections and emergency drills

Ensure that system is operated to meet all applicable provincial and federal health guidelines

Leadership and Supervisory:

- Assist the leadhand in directing labourers and other applicable staff as required

Financial:

- Provide input during annual budgeting process
- Assist in preparing equipment specifications for purchase orders, supply quotations and evaluating supplier bids

Qualifications:

Education/Certification

- High School Graduation
- Valid BC Class 5 Driver's License
- Chlorine Handling Certification through the BC Water and Waste Association (BCWWA or acceptable equivalent)
- EOCP Level IV Water Treatment certification (or ability to achieve within a reasonable timeframe)
- EOCP Level II Water Distribution certification
- Confined Space Entry Certification
- Cross Connection Control Tester or Administration Certificate

Experience:

- Minimum 3 years working in a class III or higher water treatment plant
- Minimum 3 years working in class II or higher water distribution system
- Experience working in a dissolved air flotation / filtration plant with hypochlorite and UV disinfection is an asset.

Skills:

- Require a practical knowledge in the use of SCADA (Supervisory Control and Data Acquisition).
- Communicate effectively with the public to resolve inquiries regarding job specific District-related issues
- Develop and maintain effective workplace relationships with members of all departments
- Plan and organize daily work
- Make effective decisions

- Strong computer aptitude including proficiency in spreadsheet and word processing software
- Skill, ability and knowledge of all functions detailed in the job description

Job Provisions:

- Maintain all professional and technical requirements for the position
- Required to enter into after-hours standby rotation: typically, one week on for every two weeks off. While on standby, may be required to work varying hours and respond to callouts both at the plant and within the distribution system.
- Capable of performing physical demands of job such as heavy lifting and working in adverse conditions / weather
- May be required to perform additional duties as assigned by supervisor