

Date: August 14, 2017

Job Title: Water Treatment/Distribution Operator

Reports to: Operations Leadhand

Positions Supervised: N/A

Position Summary:

- The primary role of the position is operation and maintenance of the water treatment facility once operational, as well as assisting with the water distribution system.
- Provide training to existing and future operators on operation of the treatment plant.

Key Job Duties

Program Development and Implementation:

- Responsible for the District's Cross Connection Control Program
- Perform water construction functions, water flow maintenance, preventative maintenance and repair projects
- Enforcement of District water regulations and bylaws

Operations-Administration/Working Function:

- Maintain and evaluate material, equipment and supplies for continuous operation of the water treatment facility.
- Interpret municipal, provincial and federal government standards and regulations to provide a continuous supply of adequately treated water.
- Arranges and supervises the testing processes for final potable water quality ensuring quality control measures are in place.
- Assists with operational and capital budget costs and provides input into the preparation of budgets.
- Responds to, evaluates and resolves emergencies in addition to fulfilling responsibilities within municipal emergency program.
- Assists in developing and maintaining preventative maintenance, asset management and plant safety programs.
- Maintains liaison with other municipalities and agencies.
- Advises in the acquisition of equipment and materials by evaluating requirements.
- Perform maintenance and repair functions on water systems including pressure reducing stations, pumps, valves, pipes, water main leaks, water meters and hydrants.
- Lab work such as jar tests and tests for specific parameters will be required.
- 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.
- Ensure safe and effective operation of equipment used in construction sites.
- Inspect residential and commercial irrigation systems to ensure installation conforms with District bylaws, ensure concerns of the public are in compliance with water regulation.
- Install, inspect and read residential and commercial water meters.

- Upland snow survey, check and monitor snow pack levels throughout the winter and report to the Ministry of Environment.
- Operate various valves and perform a variety of adjustments to regulate water flow for the District from upland reservoirs.
- Administer the District's cross connection control program, review cross connection tests and perform testing where required ensuring 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 for the effective operation of water systems, minimize health risks and environmental concerns, effective reporting of water problems such as turbidity notifications and providing periodic reports to Interior Health Authority.
- Practice and adhere to Work Safe BC and District policies and procedures.

Leadership and Supervisory:

- Assist the leadhand in directing labourers and water treatment staff.

Education/Certification

- High School Graduation
- Valid BC Class 5 Drivers License
- Chlorine Handling Certification through the BC Water and Waste Association (BCWWA or acceptable equivalent)
- BCEOCP Level III Water Treatment (Level IV preferred)
-if Level III, employee will be expected to work towards and achieve Level IV Certification within one year
- BCEOCP Level II Water Distribution
- Confined Space Entry Certification
- Cross Connection Control Tester or Administration Certificate preferred

Experience:

- As outlined in the Environmental Operator Certification Program (EOCP)
- Experience working in a dissolved air flotation plant and with onsite generation of chlorine and UV 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 issues with water
- Develop and maintain effective workplace relationships
- Plan and organize daily work
- Make effective decisions

- Skill, ability, knowledge of all functions detailed in the job description

Job Provisions:

- Maintain professional and technical requirements for the position
- Required to be on stand-by one out of every three weeks
- May be required to perform additional duties as assigned by supervisor
- Work in all types of weather
- Physically capable to perform demands of the job including heavy lifting, adverse conditions and varying hours