

POSITION PROFILE

SENIOR WASTEWATER TREATMENT OPERATOR + TEAM LEAD



Harbour West Consulting
**A Leadership Recruitment
& HR Consulting Firm**

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TOWN OF GIBSONS



The Town of Gibsons (the Town) delivers essential civil services to its community from animal control and licensing to caring for its parks and beaches to operating the Town's wastewater treatment plant. Committed to delivering top-rate services through its municipal infrastructure system, the Town is nationally and internationally recognized as progressive leaders in natural asset management.

The Town is governed by an elected Council comprised of a Mayor and four Councillors. Councillors are elected for four-year terms, and each member represents the Town at large.

USEFUL LINKS

To learn more about the Town of Gibsons, please visit: <https://gibsons.ca/>

POSITION RESPONSIBILITIES

This bargaining-unit position reports to the Manager, Maintenance and Operations and plays a pivotal role in supporting the operation and maintenance of the Gibsons Wastewater Treatment Plant and Water Distribution System, overseeing daily operational and maintenance tasks while providing guidance to the operational crew, ensuring accordance with regulatory requirements, and incorporating industry best practices.

The wage rate for this position is \$ 47.30/hour (2024 rates) plus an annual premium for eligible EOCP certificates. The base wage is supplemented by a competitive total compensation and benefits package including participation in the Municipal Pension Plan and an Annual Health and Wellness Subsidy.

KEY OPPORTUNITIES

- Collaborate with and mentor junior operators, ensuring the safe, efficient and continuous operation and maintenance of the Town's wastewater treatment and water distribution systems
- Operate, maintain, control, and monitor various utility systems, including pressure-reducing valves, pump stations, re-chlorination systems, reservoirs, and lift stations
- Conduct water quality sampling and analysis while maintaining accurate records
- Contribute to and occasionally lead operational programs, in-house Capital renewal/improvement projects, procedure development/updating, in-house proactive and reactive maintenance, and emergency repair of the treatment plant following industry best management practices including the implementation of maintenance programs such as preventative and predictive maintenance, maintenance task analysis, standard work procedures, and failure analysis
- Improve facility performance, reduce costs, and stay informed about new maintenance technologies and practices
- Actively inspect work, monitor progress, provide direction, offer coaching to staff on installation and troubleshooting, plan work, set priorities, ensure optimal staffing for completing work plans, and assist with inspections

TECHNICAL RESPONSIBILITIES

- Perform and/or supervise the operator duties outlined in the most current BC EOCP Guide for Wastewater Treatment, Wastewater Collection and Water Distribution
- Collect daily, weekly, monthly, and annual process samples
- Perform laboratory testing procedures to build and maintain records of all key wastewater treatment plant operating parameters
- Understand and control the plant operating parameters to achieve or exceed the Wastewater Treatment Plant operating permit requirements
- Assist in the establishment of regular operation and maintenance procedures, and perform the operation and maintenance of all pumps, motors, electrical equipment, flow measuring, metering or regulating equipment and structures, lift stations and treatment facilities
- Perform preventative maintenance inspections and procedures on all facilities and equipment within scope of responsibilities and maintain records of inspections
- Maintain daily, monthly, and annual records of the wastewater utility in a legible and transparent manner
- Submit monthly reports to the appropriate provincial and federal authorities to meet environmental regulations
- Maintain all equipment and facilities in a clean, sanitary, and safe condition
- Assist in drafting and reviewing Standard Operating Procedures as needed

SUPERVISORY RESPONSIBILITIES

- Supervise and train the WWTP and Water Distribution Operators which includes supporting the Manager of Maintenance and Operations in the assessment of junior employees
- Coach and mentor junior operators using effective leadership practices and strategies
- Work collaboratively to address complex technical or interpersonal issues faced by staff
- Facilitate information sharing to transfer knowledge and experience, enhancing team efficiency
- Support the Manager of Maintenance and Operations in scheduling and assigning work priorities to Plant employees and ensure deadlines are met
- Model ethical leadership in all relationships and foster a culture of collaboration and respect, achieving good working relationships across the organization
- Oversee and coordinate department and position-specific annual training requirements such as WHMIS, Confined Space, etc
- Support operators in identifying individual professional development opportunities
- Determine orientation and training needs for new employees and identify and support ongoing training needs for current employees
- Maintain current knowledge of WorkSafeBC and OHS Regulations applicable to the work being supervised and oversee the health and safety of employees under supervision
- Lead by example and promote safe work practices and procedures to create a safe and healthy work environment

OTHER RESPONSIBILITIES

- Provide advice and recommendations on specifications for new equipment and upgrades
- Establish effective working relationships with external agencies and internal departments
- Provide operational support related to water treatment and distribution
- Perform other duties as assigned by the Manager of Maintenance and Operations or designate

KEY RELATIONSHIPS

Reports to: Manager of Maintenance and Operations

Oversight of: Utility Technician
Water & Wastewater Treatment Technician
Water Distribution Operator Level III

Engages with: Operations & Instrumentation Technician
Various Town Staff
Contractors, Vendors and Consultants
Government Agencies, Officials, and/or Regulatory Bodies
Sector Colleagues
Community Members and the Public

CANDIDATE QUALIFICATIONS

This is an exciting opportunity for an experienced operator and supervisor with strong technical and leadership skills to play a pivotal role in supporting the operation and maintenance of the Gibsons Wastewater Treatment Plant and Water Distribution System. The ideal candidate will have a valid BC EOCP certificate in Wastewater Treatment (Level III), Wastewater Collection (Level II), and Water Distribution (Level I). Additional requirements include Wastewater treatment plant laboratory training and experience, SCADA training and experience, confined space entry certification, basic mechanical, electrical and instrumentation training and experience, a valid Class 5 BC Driver's License, and valid Occupational First Aid Certification. A combination of experience and qualifications may be considered with the ability to obtain the required certifications within a specified timeline.

This role will require flexible hours to respond to system alarms and emergencies during and outside of regular office hours.

KEY COMPETENCIES

- Mechanically inclined with the ability to maintain and repair various process equipment
- Exercise sound judgement and independence in responding to emergency calls to restore systems promptly
- Team-oriented with strong interpersonal skills, effectively communicating both orally and in writing
- Capable of coaching, leading, and mentoring others, enhancing both individual and team effectiveness
- Demonstrated team lead, supervisory, and conflict resolution skills for fostering a positive team environment
- Demonstrated ability to work, and direct the work of team, safely by adhering to WorkSafeBC Regulations, recognized lock-out and confined space entry procedures, and/or other corporate guidelines
- Demonstrated ability to prepare technical reports and to initiate, develop and maintain a wide variety of reports, records and statistical data using Microsoft Excel
- Capable of lifting a minimum of 50lbs, lifting from the ground up
- Ability to meet the physical demands of the job which may include repetitive motions including but not limited to standing for long periods of time, kneeling, twisting, bending, lifting, squatting, and climbing ladders

ADDITIONAL REQUIREMENTS

- Available to coordinate emergency response and respond to alarms outside of regular work hours
- Commitment to continuous learning by maintaining professional and technical knowledge through attendance of professional workshops, reviewing professional publications, and establishing personal networks
- Valid motor vehicle air endorsement certification is considered an asset

SUNSHINE COAST



Located on the traditional territories of the Tla’amin, Klahoose, shíshálh, Skwxwú7mesh, and Homalco Nations, the Sunshine Coast extends 180 kilometres between Howe Sound in the southeast and the entrance to Desolation Sound in the northwest. The rugged mountains bordering these inlets cut the Sunshine Coast off from direct road connection to the rest of the province, so even though it’s part of the British Columbian mainland, you can only get to the Sunshine Coast by ferry, private boat, or plane.

The Sunshine Coast’s climate is characterized by mild, moist winters and warm, dry summers. Winters on the Sunshine Coast are mild enough that it’s possible to snowshoe at Dakota Ridge in the morning and then go golfing the very same afternoon.

The Sunshine Coast is full of rugged coastline, beaches, lakes, trails, and parks to discover. This is a paradise for outdoor enthusiasts and a prime location for everything from kayaking and scuba diving to mountain biking and hiking.

TOWN OF GIBSONS

Located at the south end of the Sunshine Coast, the Town of Gibsons resides on the unceded territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). Gibsons is a scenic town of artists, entrepreneurs, and fishing boats. Perched on a hillside, it overlooks a harbour and faces nearby islands in Howe Sound. The “Gateway to the Sunshine Coast” is 16 km from Vancouver, accessed by a scenic 40-minute ferry trip from West Vancouver through beautiful Howe Sound.

EQUITY, DIVERSITY & INCLUSION

Harbour West Consulting believes equity, diversity and inclusion are essential for the organizations we serve to achieve the business goals they strive for. We believe that everyone - no matter their gender, racialized identity, ethnicity, sexual orientation, age, ability, religion, political beliefs, family status, socioeconomic status, citizenship status, or Indigenous status – should have equitable access to jobs and opportunities. We strive to ensure the recruitment process unfolds in a fair, transparent, timely and open manner to include individuals previously underrepresented or discouraged from participating.

HARBOUR WEST CONSULTING

Should you be interested in learning more about this unique opportunity with the Town of Gibsons, please contact Carol Robinson or Sarah Grant at 604-998-4032 or forward your resumé, a letter of introduction and the names and contact information for three references, in confidence, to info@hwest.ca.

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. We will respond to all who express interest.



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