



Job Description: Water and Wastewater Operator

DEPARTMENT:	Infrastructure Services
REPORTS TO:	Manager of Maintenance and Operations
LAST REVIEWED:	December 2024
APPROVED BY:	

Director of Infrastructure Services

Chief Administrative Officer

JOB SUMMARY

The Water and Wastewater Operator Reports to the Manager of Maintenance and Operations and receives day-to-day direction from the Senior Treatment Plant Operator and from the Water Distribution Operator Level III and is responsible for:

- Assisting the Level 3 Water Distribution Operator with the efficient operation of the Town's water supply and distribution system to ensure the continuous and safe supply of potable water to the Town in accordance with regulatory requirements and industry best practices.
- Assisting the Senior Treatment Plant Operator with the efficient operation of the Town's wastewater treatment plant and lift stations to ensure the effective collection and treatment of municipal wastewater in accordance with regulatory requirements, incorporating industry best practices.

This position requires an individual with strong technical skills and valid certificates from the Environmental Operators Certification Program (EOCP) in Water Distribution Level 1, Wastewater Collection Level 1 and Wastewater Treatment Level 2, or a satisfactory equivalent combination of certificates.

TYPICAL DUTIES

- Perform the operator duties outlined in the most current BC EOCP Guide for Wastewater Treatment, Wastewater Collection and Water Distribution Operators.
- Assist in the preparation of regular operations and maintenance procedures for the equipment used at each Town facilities.
- Operate and maintain pumps, motors, electrical equipment, flow measuring, metering or regulating equipment and structures, including water reservoirs, pumping stations, treatment facilities, and valve chambers.
- Perform preventative maintenance inspections on equipment within their scope of responsibilities and maintain records of such inspections.

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- Maintain as required, daily, monthly, and annual records of the water and sewer utilities in a neat and legible manner.
- Maintain in a clean, sanitary and safe condition all equipment and facilities within their scope of responsibilities.
- Perform such laboratory test as may be required for quality and process control and maintain records of such tests.
- Supervise, train and mentor junior employees.
- Perform other duties as assigned by the Manager of Maintenance and Operations, the Senior Treatment Plant Operator or the Water Distribution Level III Operator.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

- Completion of Grade Twelve or equivalent.
- Valid current BC EOCPC certificate in Water Distribution Level 1, Wastewater Collection Level 1 and Wastewater Treatment Level 2 or a satisfactory equivalent combination of certifications.
- Satisfactory Wastewater Treatment Plant laboratory training and experience.
- Satisfactory SCADA training and experience.
- Valid Confined Space Entry Certification or ability to obtain certification.
- Basic mechanical and electrical training and experience.
- Valid Motor Vehicle Air Endorsement Certification or ability to obtain certification.
- Valid Occupational First Aid certification or ability to obtain certification.

SUMMARY OF KEY COMPETENCIES AND ABILITIES

- Demonstrated ability to act in a reasonable and rational manner under stressful and emergency conditions.
- Demonstrated ability to communicate effectively, orally and in written form.
- Demonstrated ability to work safely using recognized lock-out and confined space entry procedures.
- Demonstrated ability to deal effectively and courteously with the general public.

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- Demonstrated ability to work within a team to achieve improvements.
- Demonstrated ability to prepare reports of a technical nature and to initiate, develop and maintain a wide variety of reports, records and statistical data using Microsoft Excel.

ADDITIONAL INFORMATION AND REQUIREMENTS

- Valid Class 5 B.C. Driver's Licence.
- This position requires an individual who is available to work weekends as well as participate in a rotating standby schedule during non-business hours as required.

GENERAL WORKING CONDITIONS

- Indoor and outdoor work in all types of weather.
- Heavy lifting including a minimum of 50 lbs from the ground up.
- Repetitive motions including standing for long periods of time and frequent kneeling, twisting, bending, lifting, squatting and climbing ladders.

REPORTING RELATIONSHIPS

Reports to the Manager of Maintenance and Operations and receives day-to-day direction from the Senior Treatment Plant Operator and from the Water Distribution Operator Level III.