

Job Title: Water Utilities Technician		Pay Grade: 8 (Interim rating)
Department: Engineering Services		Reports To: Manager of Water Services
JJE Maintenance Review Date: 2028	Content Last Updated: January 2024	Position(s) supervised: N/A

JOB SUMMARY

Reporting to the Manager of Water Services and working closely with the Senior Waterworks Operators, the Water Utilities Technician provides advanced technical support and expertise in all aspects of a relevant technical skill set as required by the water department and the general public. Provision of a wide variety of tasks of a skilled and semi-skilled nature related to design, construction, operation and maintenance of waterworks facilities including water treatment, water pumping stations, water wells, river intake structures, reservoirs, meter installations as well as other infrastructure within the water department.

MAJOR DUTIES AND RESPONSIBILITIES

1. Liaise with other departments regarding issues related to water utilities. Build and maintain effective communication and coordination with internal and external contacts including staff, developers, engineers, architects, contractors and other local, provincial and federal government and agencies related to water services.
2. Document and report all water quality requirements for the Manager of Water Services, with a view towards changing legislation and regulatory requirements.
3. Advise engineering consultants of technical water services processes and requirements to meet the goals of the water department.
4. Provide technical support for water demand and consumption analysis.
5. Review engineering reports and civil drawings to provide input to decision making and approvals related to water services.
6. Perform and report on monthly site safety inspections and provide remedial recommendations to ensure appropriate conforming standards/deficiencies.
7. Conduct research, data collection, and analysis related to the water services department with focus on capital, maintenance and operation projects.

8. Provide technical leadership for residential water metering program including meter reading, route design, accounting system interface, consumption tools.
9. Working with the Health and Safety Advisor, develop standard operating procedures, lock out procedures and safe work procedures related to water services.
10. Ensure the maintenance of conventional and digital departmental data and records in accordance with the records management system.
11. Support water services inventories and preventative maintenance programs as required.
12. Work directly with operators and GIS to update and maintain maps, logs and operations and maintenance manuals with the goal of ensuring information is current on behalf of the water services department.
13. Respond to inquiries and complaints, including those from the public, contractors, consultants and government agencies related to water services, including being the primary responder to BC 1 Call location requests.
14. Identify trending and program changes to the SCADA system and provide summary to SCADA Technician for implementation as required.
15. Update and maintain asset management plan for water service.
16. Assist other Waterworks Operators with operational tasks as required.
17. Update and maintain weekly, monthly, semi-annual and annual water analysis and operational summaries including the annual Drinking Water Report.
18. Compiles advisory level water services information for reporting as required.
19. Other tasks as assigned.

REQUIRED EDUCATION AND EXPERIENCE *(or equivalent combination)*

- Grade 12 or General Education Diploma
- Completion of two years post-secondary courses in a related field of sciences or 90 CEUs
- Over three years up to and including four years of related experience, preferably in local government
- Equivalent combination of education and experience may be considered

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS *(required for acceptance into the job or to be acquired in first six months of being in the job)*

- Environmental Operators Certification Program: Water Distribution Certification 2
- First aid – Level 1 and Transport Endorsement
- Valid BC class 5 driver's license

PREFERRED QUALIFICATIONS

- Environmental Operators Certification Program: Water Distribution Certification 3
- Water Treatment Certification 1 or higher
- Workplace Hazardous Materials Information System and confined space entry

KNOWLEDGE, ABILITIES AND SKILLS *(required for acceptance into the job or to be demonstrated in first six months of being in the job)*

- Demonstrable ability to understand and effectively carry out oral and written instructions with minimal supervision
- Ability to establish and have effective working relationships with all staff, contractors and the public in providing information, assistance, advice and direction
- Knowledge of principles, methods, materials and equipment used in water services
- Sound ability to keep records, maintain logs, prepare drawings and maps
- Knowledge of rules, regulations and policies applicable to the position including environmental protection and water quality acts, policies, guidelines and regulations
- Ability to professionally prepare and present to a board or other interested body on subject matter related to water services and development of new services and capital projects
- Knowledge and ability to administer operations and maintenance-oriented contracts associated with water services
- Ability to use hand tools, lift heavy objects, stand and walk throughout the day, work in awkward positions, and perform physical labour (both indoor and outdoor environments) including climbing stairs and ladders to inspect and photograph equipment and provide coverage for other water operators as required
- Ability to perform a variety of skilled and semi-skilled manual, mechanical, electronic and technical tasks related to the work in water services using independent decision making and sound judgement
- Knowledge of budgeting and costing an asset
- Advanced level ability with Office Suite and experience with SharePoint in an office environment
- Awareness of SCADA capabilities in water services department
- Advanced level skills in critical analysis and composition of spreadsheets for the purposes of technical data extraction linked to goals of the water department

OTHER

- Ability to work flexible hours in conjunction with water services staff

EMPLOYEE SIGNATURE

This is to certify that I have read this job description:

Print Name

Signature

Date