

Job Title: Waterworks Operator I-Transmission and Distribution		Pay Grade: 2 (under review)
Department: Water Services		Reports To: Senior Operator- Water Transmission and Distribution
JJE Maintenance Review Date: 2027	Content Last Updated: May 2023	Position(s) supervised: N/A

JOB SUMMARY

Under direct supervision, the Waterworks Operator I – Transmission and Distribution is responsible for assisting in the operation, maintenance, repair and upkeep of the water supply systems, equipment and related facilities of the regional district and other specified local water service areas.

This is an entry level position and will follow an Environmental Operators Certification Program (EOCP) prescribed training plan which provides a staged process to support the individual's successful advancement through the EOCP certification levels and increasing responsibility for the system.

MAJOR DUTIES AND RESPONSIBILITIES

1. Under supervision, installs, maintains, monitors, tests and cleans waterworks equipment, water mains, hydraulic controls, facilities and other appurtenances required for the operation of the water systems.
2. Under supervision works with and handles a variety of water disinfection chemicals including but not limited to Sodium Hypochlorite and Sodium Hydroxide as well as inspects, maintains and repairs associated dosing pumps and piping.
3. Performs basic water tests, including chlorine residual and turbidity, analyzes and interprets data and collects treated and raw water samples for lab analysis.
4. Reads water meters and records readings.
5. Inspects connections to the water system and advises the most senior waterworks operator or manager of any problems.
6. Responds to enquiries and complaints from the general public regarding water quality and quantity.
7. Assists in the maintenance and repairs of diesel and other equipment utilized in the repair and maintenance of water facilities.

8. Assists in the testing, calibration, maintenance, and repairs of equipment utilized in the maintenance of water infrastructure.
9. Reviews AutoCAD files and plans to view drawings of water systems and components; updates files as appropriate.
10. Keeps accurate records such as maintenance, inventory, water tests, as-built, etc.
11. Works on standby and responds to emergency callouts.
12. Undertakes other assigned duties and projects as required.

REQUIRED EDUCATION AND EXPERIENCE

- Grade 12 or equivalent
- Over one year and up to and including two years directly related experience in the operation, maintenance and repair of a Class I or higher water distribution system
- 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 – Level I
- First aid – Level 1 and Transport endorsement
- Valid BC class 5 driver's license

PREFERRED QUALIFICATIONS

- Chlorine Handling
- Certified BC Water and Waste Cross Connection Control and Backflow Prevention tester
- Confined space entry, Workplace Hazardous Materials Information System, Heavy Trailer Endorsement, Traffic Control, Forklift Operation, Pleasure Craft Operation, Fall Arrest, Isolation and Lockout, Shoring and Excavation, Utility Locating, Asbestos Awareness

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

- Some knowledge of standard practices, procedures, bylaws, codes, applicable regulations, methods, tools and equipment used to operate, maintain, and repair the water systems and equipment
- Some knowledge of the water supply system, equipment and related facilities
- Some knowledge of job hazards and safe work practices

- Demonstrated cultural and social awareness and ability to foster and promote diversity, equity and inclusion both internally and within the community to which they serve.
- Ability to read and interpret gauges, plans, drawings, meters, charts and manuals
- Ability to conduct water tests and interpret data
- Ability to understand and carry out oral instructions, and perform duties with general supervision
- Ability to communicate effectively both orally and in writing
- Ability to relate effectively with co-workers, contractors and the public
- Ability to operate assigned vehicles and equipment
- Ability to use a personal computer and applicable software related to the work
- Physical strength and ability to perform the work
- Skill in the use and repair of a variety of tools and equipment related to the work
- Skill in using mathematical formulas in determining volume, flow, chlorine levels etc.

OTHER

- Ability to work extra hours on standby and emergency call-out
- Adaptable to inclement weather conditions

EMPLOYEE SIGNATURE

I have read and understand this job description

Print Name

Signature

Date

Job Title: Waterworks Operator II-Transmission and Distribution		Pay Grade: 5
Department: Water Services		Reports To: Senior Operator-Water Transmission and Distribution
JJE Maintenance Review Date: 2026	Content Last Updated: April 2022	Position(s) supervised: N/A

JOB SUMMARY

Under the direction of the Senior Operator – Water Transmission and Distribution, the Waterworks Operator II is responsible for operating, maintaining, and repairing the water supply systems, equipment and related facilities of the Comox Valley Regional District (CVRD) and other specified local water service areas; troubleshooting and resolving problems; performing basic water tests and making adjustments as required; and responding to complaints from the public regarding water quality. The Waterworks Operator must maintain active operator status.

MAJOR DUTIES AND RESPONSIBILITIES

1. Installs, maintains, repairs, monitors, and tests waterworks equipment, water mains and services, hydraulic controls, facilities and other appurtenances required for the operation of the water systems.
2. Interprets data from instrumentation and alarms, analyzes and troubleshoots and resolves problems.
3. Changes chlorine cylinders, and responds to and repairs chlorine leaks.
4. Performs basic water tests, including chlorine residuals, analyzes and interprets data and makes adjustments.
5. Obtains quotes and orders parts and equipment within predefined limits and by approval.
6. Reads, records, and maintains water meters.
7. Inspects connections to the water system and advises the Senior Waterworks Operator or Manager of Water Services of water leaks.
8. Maintains and repairs diesel and other equipment utilized in the repair and maintenance of water facilities.
9. Tests, calibrates, maintains, and repairs equipment utilized in the maintenance of water infrastructure.

10. Responds to enquiries and complaints from the general public regarding water quality and quantity.
11. Periodically provides instruction to contractors and junior level operators when they have been assigned to work on specific projects.
12. Keeps records such as maintenance, inventory, water tests, as-builts, etc.
13. Works on standby and responds to emergency callouts.
14. Undertakes other assigned duties and projects as required.

REQUIRED EDUCATION AND EXPERIENCE

- Grade 12 or General Education Diploma
- Up to six months of post-secondary education in a related field of sciences or approved basic Operator Training course
- Over three years and up to and including four years directly related experience in the operation, maintenance and repair of water systems
- 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 –Level 2
- Chlorine Handling
- First aid – Level 1 and Transport endorsement
- Valid BC class 5 driver's license

PREFERRED QUALIFICATIONS

- Environmental Operators Certification Program: Water Treatment Certification – Level 1
- Certified BC Water and Waste Cross Connection Control and Backflow Prevention tester
- Confined space entry, WHMIS, Heavy Trailer Endorsement, Traffic Control, Forklift Operation, Pleasure Craft Operation, Fall Arrest, Isolation and Lockout, Shoring and Excavation, Utility Locating, Asbestos Awareness

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

- Good knowledge of standard practices, procedures, bylaws, codes, regulations, methods, tools and equipment used to operate, maintain, and repair the water systems and equipment
- Good knowledge of the water supply system, equipment and related facilities
- Working knowledge of WorkSafeBC regulations and safe work procedures
- Ability to read and interpret gauges, plans, drawings, meters, charts and manuals

- Ability to analyze and troubleshoot various problems and implement solutions
- Ability to perform tasks with minimum supervision and to exercise good judgment and independence when responding to emergency calls or other situations
- Ability to communicate effectively both orally and in writing
- Ability to relate effectively with co-workers, contractors and the public
- Ability to operate assigned vehicles and equipment
- Basic computer skills (Microsoft programs including Excel and Word)
- Physical strength and ability to perform the work
- Skill in the use and repair of a variety of tools and equipment related to the work
- Skill in using mathematical formulas in determining volume, flow, chlorine levels etc.

OTHER

- Ability to work extra hours on standby and emergency call-out

EMPLOYEE SIGNATURE

I have read and understand this job description

Print Name

Signature

Date