

Job Title: Maintenance Operator – Wastewater Facilities		Pay Grade: 8
Department: Wastewater Services		Reports To: Senior Maintenance Operator – Wastewater Facilities
JJE Maintenance Review Date: 2027	Content Last Updated: April 2023	Position(s) supervised: N/A

JOB SUMMARY

Reporting to the Senior Maintenance Operator – Wastewater Facilities (Senior Operator) the Maintenance Operator – Wastewater Facilities (Maintenance Operator) is responsible for all regular maintenance, modifications, construction, emergency repair and call out repair of the equipment, building and process systems at the Comox Valley Water Pollution Control Centre (CVWPCC), Biosolids Compost Facility, Leachate Treatment Plant (LTP) and Landfill Gas Flare. This position includes the maintenance and repair of conveyor systems, air compressors, boilers, heating and ventilation, treatment process equipment, diesel generators, and a variety of pumps, piping and valves.

MAJOR DUTIES AND RESPONSIBILITIES

1. Plan and perform preventative maintenance such as replacing equipment oil, seals, bearings, belts, filters, pump impellers, couplings, and diaphragms. Adjust and optimize equipment as required and perform regular lubrication on all equipment. Respond to emergency maintenance in order to maintain 100 per cent plant availability.
2. Plan and perform larger maintenance activities such as large equipment replacements, equipment modifications, system rebuilds, large component replacements, and other annual maintenance activities.
3. Perform maintenance and repairs to mobile equipment at CVWPCC and Biosolids Compost Facility, including front-end loaders, dump trucks, windrow turner, forklift, skid steer, pumps, and compressors.
4. Performs maintenance and repairs and coordinates with contractors to the diesel generators to ensure reliability at all times in case of emergency.
5. Complete metal fabrication including welding of small parts, brackets, supports, bases, fittings, piping, machinery, and miscellaneous components as required to support plant maintenance activities and projects.

6. Maintain an inventory of spare parts, equipment, and lubricants. Make recommendations to the Senior Operator for the purchase of these items as related to maintenance on an ongoing basis. Track usage of regular consumables to aid in the annual budget process.
7. Contribute to the upkeep of the computerized preventative maintenance system, as well as perform oversight of the maintenance files as part of a proactive maintenance strategy.
8. Coordinate with operators for the proper isolation of equipment and to return it back to service following the completion of work.
9. Acquire knowledge of the CVWPCC, sewage pumping stations, Biosolids Compost Facility, LTP and Flare for troubleshooting, record keeping, and maintenance purposes.
10. Interprets data from instrumentation and alarms, analyzes and troubleshoots problems, and develops and implements solutions.
11. Train operators and other contractors as required in proper maintenance procedures as it relates to their duties within the CVWPCC, Biosolids Compost Facility, LTP, and the Landfill Gas Flare.
12. Coordinate maintenance activities with the Senior Operators (for startup, shutdowns, routine inspections, and emergency repairs).
13. Assists with the unloading, storage, and transfer of bulk and packaged chemicals.
14. Instruct operators on the technical operation of equipment to optimize equipment life and plant efficiency.
15. Performs a variety of general housekeeping duties such as painting, cleaning, and landscape maintenance.
16. Perform miscellaneous carpentry and general handiwork at the CVWPCC, Biosolids Compost Facility, LTP, and the Landfill Gas Flare facility as well as other related duties assigned by the Manager of Wastewater Services.
17. Periodically provides instruction to junior-level operators and operators-in-training when they have been assigned to work on specific projects.
18. Provide relief coverage in the CVWPCC for the purposes of sick, vacation, and other absences as required.

REQUIRED EDUCATION AND EXPERIENCE

- Grade 12 or equivalent
- Post-secondary education of over one and up to two years, or equivalent relating to relevant trades training such as welding, metal fabrication, pipefitting, plumber, or other related mechanical trade.

- Over three years up to and including four years directly related experience in the operation, maintenance, and repair of heavy industrial equipment and machinery, including demonstrated skills in performing mechanical maintenance and repairs in an industrial setting.
- 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)*

- Interprovincial (Red Seal) Qualification - Millwright, Welder, Metal Fabricator, Pipefitter, Plumber, or other related mechanical trade.
- First Aid – Level 1
- Valid BC Class 5 driver's license

PREFERRED QUALIFICATIONS

- Environmental Operators Certification Program Wastewater Treatment Certification – Level 1
- Relevant dual industrial trade ticket
- Certification in Workplace Hazardous Materials Information System, Transportation of Dangerous Goods
- Valid BC Class 3 driver's license with air brake endorsement
- 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)*

- Sound knowledge of standard practices, procedures, bylaws, codes, regulations, methods, tools, and equipment used to operate, maintain, and repair plant processes and equipment
- Sound knowledge of the operation, maintenance, and repair of wet and dry pit sewage pump stations
- Sound knowledge of job hazards and safe work practices
- Ability to maintain and repair various process equipment
- Ability to read and interpret gauges, plans, drawings, meters, charts, and manuals
- Ability to analyze and troubleshoot various problems and implement solutions
- Ability to understand and carry out oral instructions, and perform duties with general supervision
- Ability to communicate effectively both orally and in writing with co-workers, contractors, and the public
- Ability to exercise good judgment and independence and work under time constraints when responding to emergency calls or other situations to get systems back online in a timely manner
- Ability to operate and repair assigned vehicles and equipment
- Ability to use a personal computer and applicable software related to the work

- Ability to meet the physical demands of the position including heavy lifting, working in awkward positions when performing repair work and installations, climbing, standing for long periods of time, working in confined spaces, and working in an environment with continuous exposure to plant noise and chemicals used in wastewater treatment
- Ability to fabricate with metal and good working knowledge of welding ferrous and nonferrous metals.
- Skill in the use and repair of a variety of tools and equipment related to the work.

OTHER

- Ability to work extra hours as needed including emergency call-outs
- Ability to work in inclement weather

EMPLOYEE SIGNATURE

I have read and understand this job description

Print Name

Signature

Date