

Job Title: Leadhand – Wastewater Treatment Facilities		Pay Grade: 9
Department: Wastewater Services		Reports To: Senior Operator-Wastewater Treatment Facilities
JJE Maintenance Review Date: 2027	Content Last Updated: February 2023	Position(s) supervised: N/A

JOB SUMMARY

The Leadhand – Wastewater Treatment Facilities (Leadhand) assists the Senior Operator – Wastewater Treatment Facilities (Senior Operator) in organizing and coordinating the department's daily activities while performing assigned operational shifts, preventative and reactionary maintenance in the Comox Valley Regional District (CVRD) wastewater systems and ensures that installations and emergency repairs are completed in a timely manner. This position ensures work performed complies with WorkSafeBC regulations and with correct work methods and coordinates work with contractors and prioritizes field-level tasks.

MAJOR DUTIES AND RESPONSIBILITIES

1. Assists the Senior Operator to ensure work is performed according to instructions and standards.
2. Assists the Senior Operator in coordinating field level work and scheduling crews and periodically backfills for the Senior Operator.
3. Brings training recommendations and any necessary requirements of operators to the Senior Operator and Manager of Wastewater Services.
4. Tests, calibrates, maintains and repairs equipment utilized in the operation, repair and maintenance of wastewater facilities and makes recommendations for changes/improvements to the Senior Operator.
5. Interprets data from instrumentation and alarms, analyzes and troubleshoots the more complex problems and develops and implements solutions.
6. Assists Senior Operator to maintain the parts inventory.
7. Operates trucks and mobile equipment as qualified and required.
8. Supports and provides input to the Senior Operator for operational decisions and performing operation and maintenance duties to ensure effluent quality meets or exceeds all criteria outlined in the CVRD operating permits and Provincial and/or Federal regulations.

9. Completes and maintains record books related to processes and operations as required.
10. Monitors process equipment, instrumentation and controls, remote stations and makes necessary adjustments to equipment to ensure performance standards are met.
11. Drafts isolation/lockout procedures, safe work procedures and standard operating procedures for review by the Senior Operator and Manager of Wastewater services.
12. Performs various laboratory tests; records and maintains information into computer system as required for analysis of data for process control, inventory control and plant maintenance.
13. Periodically and as needed, may train and mentor junior operators and co-op students in the operation of CVRD wastewater treatment facilities.
14. Responds to BC One Calls in the absence of the Wastewater Utilities Technician.
15. Obtains quotes and orders parts and equipment within pre-defined limits.
16. Co-ordinates with Leadhand – Wastewater Maintenance on maintenance tasks affecting wastewater operations and adjusts process as required.
17. Assists the Senior Operator in prioritizing the needs of the Comox Valley Waste Management Centre Leachate Treatment Facility and landfill gas flare in conjunction with the needs of the Comox Valley Water Pollution Control Centre.
18. Studies and reviews manuals and technical information relating to wastewater equipment and infrastructure.
19. Works on call and responds to emergency callouts.
20. Coordinates with contractors for construction projects including repairs, installs and maintenance.
21. Undertakes other assigned duties and projects as required.

REQUIRED EDUCATION AND EXPERIENCE

- Grade 12 or General Education Diploma
- Completion of two years post-secondary courses in a related field of sciences or 90 Continuing Education Units
- Over three years up to and including four years' progressive experience operating in a Class 3 or 4 Wastewater Treatment facility
- Equivalent combination of education and experience may be considered.

REQUIRED LICENSES, 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: Wastewater Treatment Certification 3 and Wastewater Collection Certification 1
- First Aid – Level 1
- Valid BC Class 5 driver's license

PREFERRED QUALIFICATIONS

- Environmental Operators Certification Program: Wastewater Treatment Certification 4
- Wastewater Collection Certification 2 or higher
- WHMIS, confined space
- Certificate in leadership-related training from a recognized post-secondary institute
- Valid BC Class 3 driver's license with air brake endorsement.

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

- Demonstrated leadership ability at a leadhand/foreman level.
- Considerable knowledge of standard practices, procedures, bylaws, codes, regulations, methods, tools and equipment used to operate, maintain, and repair plant process and equipment
- Advanced knowledge in wastewater processes as related to wastewater treatment
- Considerable knowledge of the operation, maintenance and repair of wet and dry pit sewage pump stations
- Considerable knowledge of job hazards and safe work practices
- Ability to read and interpret gauges, plans, drawings, meters, charts, and manuals
- Ability to analyze and troubleshoot critical wastewater problems and develop and implement solutions
- Demonstrated ability to effectively achieve work objectives with minimal supervision
- Excellent interpersonal and communication skills with the ability to problem-solve, on-site and over the phone.
- Tact and diplomacy required to respond to enquiries and complaints from the general public.
- Ability to communicate effectively with co-workers, contractors, and the public
- Ability to safely operate assigned vehicles and equipment
- Physical strength and ability to perform the work
- Basic computer skills (Microsoft programs including Excel, Word).
- Skill in using mathematical formulas in determining flow, pump curves, dosage, efficiencies, etc.

OTHER

- May be required to work in inclement weather
- Ability to work extra hours on call and respond to emergency call-outs
- The Leadhand – Wastewater Treatment Facilities must maintain active operator status

EMPLOYEE SIGNATURE

I have read and understand this job description

Print Name

Signature

Date