

Job Title: Wastewater Operator I		Pay Grade: 3
Department: Wastewater Operations		Reports To: Manager of Wastewater Service
JJE Maintenance Review Date: 2026	Content Last Updated: January 2016	Position(s) supervised: N/A

JOB SUMMARY

Under supervision, the Wastewater Operator I is responsible for assisting in the operation, maintenance, repair and upkeep of the Comox Valley Water Pollution Control Centre, pump stations and other related equipment and facilities including the landfill gas collection system located at the Comox Valley Waste Management Centre.

MAJOR DUTIES AND RESPONSIBILITIES

1. Under supervision, installs, operates and maintains pumps, generators, motors, instrumentation, heavy equipment and other wastewater and landfill gas collection system equipment and structures.
2. Collects and reports data from instrumentation and alarms, diagnoses routine operational problems and takes appropriate remedial action under direction, conducts repairs of limited complexity.
3. Assists trades personnel in repair work as required.
4. Performs various laboratory tests, records and maintains information into computer system or as required for analysis of data for process control, inventory control and plant maintenance.
5. Assists with the unloading, storage, transfer and closing of bulk and packaged chemicals.
6. Performs a variety of general housekeeping duties such as painting, cleaning and landscape maintenance.
7. Tests, calibrates, maintains and repairs equipment utilized in the operation, repair and maintenance of wastewater and landfill gas collection facilities.
8. May provide basic information in response to enquiries or complaints.
9. Operates trucks and mobile equipment as qualified and required
10. Works on standby and responds to emergency callouts
11. Undertakes other assigned duties and projects as required

REQUIRED EDUCATION AND EXPERIENCE *(or equivalent combination)*

- Grade 12 or General Education Diploma
- Over one year up to and including two years directly related experience in the operation, maintenance and repair of wastewater systems

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: Municipal Wastewater Treatment Certification – Class 1
- Valid BC Class 5 driver's license

PREFERRED QUALIFICATIONS

- First Aid – Level 1
- Certification in WHMIS and confined space entry
- Valid BC Class 3 driver's license with air brake endorsement.
- Basic Mechanical and technical aptitude

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, regulations, methods, tools and equipment used to operate, maintain, and repair plant process and equipment
- Some knowledge of the operation, maintenance and repair of wet and dry pit sewage pump stations
- Some knowledge of job hazards and safe work practices
- Ability to read and interpret gauges, plans, drawings, meters, charts and manuals
- Ability to diagnose routine operational problems
- 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 PC 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 flow, pump curves, dosage, efficiencies, 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

Job Title: Wastewater Operator II		Pay Grade: 5
Department: Wastewater Services		Reports To: Manager of Wastewater Services
JJE Maintenance Review Date: 2026	Content Last Updated: February 2018	Position(s) supervised: N/A

JOB SUMMARY

The Wastewater Operator II operates, maintains, repairs and performs upkeep of the Comox Valley Pollution Control Centre, pump stations and other related equipment and facilities; troubleshoots and resolves problems as required; performs various wastewater tests and makes adjustments as required; provides information to the public and others regarding the operation and maintenance of the plant.

MAJOR DUTIES AND RESPONSIBILITIES

1. Installs, operates and maintains pumps, generators, motors, instrumentation, heavy equipment and other wastewater equipment and structures.
2. Interprets data from instrumentation and alarms, analyzes and troubleshoots problems and develops and implements solutions as required.
3. Assists trades personnel in repair work as required.
4. Performs various laboratory tests, enters information into computer system and maintains it as required for data analysis for process and inventory control and plant maintenance.
5. Assists with unloading, storage, transfer and closing of bulk and packaged chemicals.
6. Performs various general housekeeping duties such as painting, cleaning and landscape maintenance.
7. Tests, calibrates, maintains and repairs equipment utilized in the operation of wastewater facilities.
8. Responds to enquiries and complaints from the general public.
9. Periodically provides instruction as required to junior level operators and operators-in-training when they are assigned to specific projects.
10. Operates trucks and equipment as qualified and required.
11. Provides relief coverage at the compost facility as required.
12. Keeps accurate records such as maintenance, inventory, wastewater tests, as-built, etc.

13. Works on standby and responds to callouts.
14. Undertakes other assigned duties as required.

REQUIRED EDUCATION AND EXPERIENCE *(or equivalent combination)*

- Grade 12 graduation
- Over three years and up to and including four years of directly related experience in the operation, maintenance and repair of wastewater systems

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: Municipal Wastewater Treatment Certification – Class 2
- First Aid – Level 1
- Valid BC Class 3 driver's license with air brake endorsement

PREFERRED QUALIFICATIONS

- Certification in 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)*

- Knowledge of standard practices, procedures, bylaws, codes, regulations, methods, tools and equipment used to operate, maintain, and repair plant process and equipment
- Knowledge of the operation, maintenance and repair of wet and dry pit sewage pump stations
- Ability to interpret gauges, plans, drawings, meters, charts and manuals
- Ability to analyze and troubleshoot and implement solutions
- Physical ability to perform the work
- Skill in the use and repair of various tools and equipment related to the work
- Skill in using mathematical formulas to determine flow, pump curves, dosage, efficiencies, etc.
- Knowledge of safety procedures and safe workplace practices related to the work
- Ability to communicate and relate to others effectively both orally and in writing
- Communication, interpersonal, organization, analytical and problem solving skills
- Knowledge of computer applications and software applicable to the work

OTHER

- Ability to work on standby and call-out

EMPLOYEE SIGNATURE

I have read and understand this job description

Print Name

Signature

Date

Job Title: Wastewater Operator III		Pay Grade: 8
Department: Wastewater Services		Reports To: Manager of Wastewater Services
JJE Maintenance Review Date: 2026	Content Last Updated: February 2018	Position(s) supervised: N/A

JOB SUMMARY

The Wastewater Operator III is responsible for operating, maintaining, repairing and performing upkeep of the Comox Valley Water Pollution Control Centre, pump stations and other related equipment and facilities; troubleshooting and resolving the more complex problems; performing various wastewater tests and making adjustments as required; responding to complaints from the public; and supporting the manager of wastewater services in monitoring the work of contractors and junior level operators as required.

MAJOR DUTIES AND RESPONSIBILITIES

1. Installs, operates and maintains pumps, generators, motors, instrumentation, heavy equipment and other wastewater equipment and structures.
2. Interprets data from instrumentation and alarms, analyzes and troubleshoots the more complex problems and develops and implements solutions.
3. Assists trades personnel in repair work as required.
4. 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.
5. Obtains quotes and orders parts and equipment within pre-defined limits.
6. Tests, calibrates, maintains and repairs equipment utilized in the operation, repair and maintenance of wastewater facilities.
7. Responds to enquiries and complaints from the general public.
8. With support of the manager of wastewater services, periodically coordinates, provides instruction and direction, and maintains quality of work of contractors, junior level operators and operators-in-training when they have been assigned to work on specific projects.
9. Operates trucks and mobile equipment as qualified and required.
10. On occasion may be required to provide relief coverage at the compost facility.
11. Keeps accurate records such as maintenance, inventory, wastewater tests, as-built, etc.

12. Works on standby and responds to emergency callouts.
13. Undertakes other assigned duties and projects as required.

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;
- Over four years and up to and including five years directly related experience in the operation, maintenance and repair of wastewater systems with at least two years direct responsible charge

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- Environmental Operators Certification Program: Municipal Wastewater Treatment Certification – Class 3
- First Aid – Level 1
- Valid BC Class 3 drivers license with air brake endorsement.

PREFERRED QUALIFICATIONS

- Certification in Workplace Hazardous Materials Information System and confined space entry
- Environmental Operators Certification Program: Wastewater Collection Certification – Class – Class 1

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

- Sound working knowledge of standard practices, procedures, bylaws, codes, regulations, methods, tools and equipment used to operate, maintain, and repair plant process and equipment
- Sound working knowledge of the operation, maintenance and repair of wet and dry pit sewage pump stations
- Sound working 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 the more complex problems and develop and implement solutions
- Ability to perform duties with minimal 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 perform basic welding
- Ability to use a PC 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 flow, pump curves, dosage, efficiencies, 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