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|---------------------------------------------------------|------------------------------------------|--------------------------------------------------------|
| <b>Job Title:</b><br>Waterworks Operator II - Treatment |                                          | <b>Pay Grade:</b><br>5                                 |
| <b>Department:</b><br>Water Services                    |                                          | <b>Reports To:</b><br>Senior Operator- Water Treatment |
| <b>JJE Maintenance Review Date:</b><br>2027             | <b>Content Last Updated:</b><br>May 2023 | <b>Position(s) supervised:</b><br>N/A                  |

### JOB SUMMARY

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

### MAJOR DUTIES AND RESPONSIBILITIES

1. Installs, maintains, repairs, monitors, and tests water treatment plant infrastructure including, but not limited to, general maintenance on pumps, valves, chemical dosing equipment, piping, and various analyzers.
2. Monitors and operates automated treatment plant and appurtenances.
3. Interprets data from instrumentation and alarms, analyzes and troubleshoots, and resolves problems.
4. Maintains daily operating records, recording analysis and flows as required, and summarizes results of the plant through various stages of the process and their interpretation.
5. Evaluates and monitor operation of plant equipment such as pressure sensors, analyzers, flow meters, blowers, chemical dosage pumps, ultraviolet disinfection, and related equipment.
6. Obtains quotes and orders parts and equipment within predefined limits and by approval.
7. Monitors equipment operation and repairs minor problems, along with reporting major problems to the Senior Operator – Water Treatment.
8. Responds to inquiries and complaints from the general public regarding water quality and quantity.

9. Reviews AutoCAD files and plans to view drawings of water systems and components; update files as appropriate.
10. Tests, calibrates, maintains, and repairs equipment utilized in the maintenance of water treatment facilities.
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 equivalent
- 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 a direct filtration water treatment plant in a Class I or higher facility
- 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 Treatment 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 Distribution 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 working knowledge of standard practices, procedures, applicable regulations, bylaws, tools, and equipment used to operate, maintain, and repair the water treatment systems and equipment

- Good working knowledge of the water treatment system, equipment, and related facilities
- Working knowledge of WorkSafeBC regulations and safe work procedures
- 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 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
- Ability to calibrate, modify and maintain complex chlorination, pumping and pressure-reducing equipment
- Basic computer skills (Microsoft programs including Excel and Word) and applicable software related to work
- Ability to meet the physical demands of the position
- 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.
- Adaptable to inclement weather conditions

**EMPLOYEE SIGNATURE**

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

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Print Name

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Signature

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Date

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|----------------------------------------------------------|--------------------------------------|---------------------------------------------------------|
| <b>Job Title:</b><br>Waterworks Operator III - Treatment |                                      | <b>Pay Grade:</b><br>8                                  |
| <b>Department:</b><br>Water Services                     |                                      | <b>Reports To:</b><br>Senior Operator – Water Treatment |
| <b>JJE Maintenance Review Date:</b><br>2026              | <b>Content Last Updated:</b><br>2022 | <b>Position(s) supervised:</b><br>N/A                   |

## JOB SUMMARY

Under the direction of the Senior Operator – Water Treatment, the Waterworks Operator III - (Treatment) is responsible for the daily operation and routine maintenance of the water treatment plant equipment and related facilities of the Comox Valley Regional District (CVRD) and other specified local water service areas; troubleshooting and resolving problems; performing various water tests and making adjustments as required; and coordinating and monitoring the work of contractors and junior level operators as required. The Waterworks Operator must maintain active operator status.

## MAJOR DUTIES AND RESPONSIBILITIES

1. Installs, maintains, repairs, monitors, and tests water treatment plant infrastructure including, but not limited to general maintenance on pumps, valves, chemical dosing equipment, piping and various analyzers.
2. Monitors and operates automated treatment plant and appurtenances.
3. Maintains daily operating records, recording analysis and flows as required, summarizes results of the plant through various stages of the process and their interpretation.
4. Interprets data from instrumentation and alarms, analyzes and troubleshoots problems and develops and implements solutions.
5. Evaluates and monitors operation of plant equipment such as pressure sensors, analyzers, flow meters, blowers, chemical dosage pumps, ultraviolet disinfection and related equipment
6. Obtains quotes and orders parts and equipment within pre-defined limits by approval.
7. Monitors equipment operation and repairs minor problems, along with reporting major problems to the Senior Operator – Water Treatment as required.
8. Tests, calibrates, maintains and repairs equipment utilized in the repair, maintenance and operation of water treatment facilities.

9. Periodically coordinates, provides instruction and direction, and maintains quality of work of contractors, and junior level operators when they have been assigned to work on specific projects.
10. Reviews AutoCAD files and plans to view drawings of water systems and components; updates files as appropriate.
11. Keeps accurate records such as maintenance, inventory, water tests, as-builts, etc.
12. Works on standby and responds to emergency callouts.
13. 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 CEUs
- Over four years and up to and including five years directly related experience in the operation and maintenance of a direct filtration water treatment plant in a Class II or higher facility
- Completion of courses in chemical handling
- 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 Treatment Certification – Level 3
- Chlorine Handling
- First aid – Level 1 and Transportation Endorsement
- Valid BC class 5 driver's license

### **PREFERRED QUALIFICATIONS**

- Environmental Operators Certification Program: Water Distribution Certification - Level 1
- Certified BCWWA CCC 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)*

- Sound working knowledge of standard practices, procedures, Canadian drinking water regulations, tools and equipment used to operate, maintain, and repair water treatment systems and equipment
- Sound working knowledge of the water treatment system, equipment and related facilities

- Sound 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 the more complex problems and develop and implement solutions
- Ability to perform tasks with minimal 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 calibrate, modify and maintain complex chlorination, pumping and pressure reducing equipment
- Ability to coordinate, provide instruction and oversee the work of contractors and less experienced operators
- 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

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Print Name

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Signature

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Date