

Job Title: Leadhand - Wastewater Maintenance		Pay Grade: Interim rating - 9
Department: Wastewater Services		Reports To: Senior Operator – Wastewater Treatment Facilities
JJE Maintenance Review Date: 2026	Content Last Updated: 2026	Position(s) supervised: N/A

JOB SUMMARY

The Leadhand – Wastewater Maintenance assists the Senior Operator – Wastewater Treatment Facilities (Senior Operator) in organizing and coordinating the department’s daily activities while performing 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 in coordinating field level work including; preparing schedules for staff and contractors, prioritizing work activities, providing guidance and direction, and monitoring the work to ensure completion in accordance with instructions, standards and safety regulations.
2. Coordinates the maintenance and inspection of all process equipment and boilers and makes necessary adjustments to operating equipment to maintain specified plant performance standards.
3. Drafts safety and shutdown procedures and submits to the Senior Operator for final review and sign off.
4. Directs the day-to-day work of the Wastewater Treatment Plant Maintenance Operators and other operators assigned to maintenance activities.
5. Supports the Senior Operator in developing and drafting specific safe work procedures for maintenance tasks performed at all wastewater treatment facilities, conveyance facilities, leachate, LFG Flares and compost site in conjunction with the Occupational Health and Safety Coordinator.
6. Coordinates construction and repair activities, ensuring staff and/or contractors, materials and equipment are available, and proper safety requirements are met.

7. Completes and maintains detailed records such as logbooks, maintenance and performance records, and parts inventory.
8. Reports on plant equipment performance and deficiencies to the Senior Operator as required.
9. Prepares drawings and tenders for small repair and construction jobs, reviews tenders with manager and provides input regarding selection of contractor or operator to perform task.
10. Provides condition assessment information to the Senior Operator to support asset management.
11. Analyzes mechanical systems data and equipment to meet system requirements and troubleshooting problems.
12. Provides guidance to operators and other contractors as required regarding proper maintenance procedures related to their duties within the CVWPCC, Leachate Treatment Plant, LFG Flares and Biosolids Compost Facility.
13. Maintains the parts inventory related to mechanical components, obtains quotes and orders parts and equipment within pre-defined limits.
14. Undertakes major servicing on wastewater equipment and responds to problems, making necessary repairs.
15. Performs maintenance on pumps, blowers, centrifuges, and other related wastewater equipment and controls; including precision alignment of motor shafts and couplers.
16. Prepares drawings, coordinates and executes welding, fabrication, and alignments for special projects and repairs of all equipment related to wastewater services.
17. Performs the duties of both the Sewage Treatment Plant Operator and Wastewater Treatment Plant Maintenance Operator as needed and required.
18. Responds to emergency callouts.
19. Undertakes other assigned duties and projects as required.

REQUIRED EDUCATION AND EXPERIENCE

- Grade 12 equivalent
- Completion of two years post-secondary courses in a related field or 90 Continuing Education Units.
- 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)*

- Environmental Operators Certification Program: Municipal Wastewater Treatment Certification 1.
- Interprovincial (Red Seal) Qualification – Millwright, Welder, Metal Fabricator, Pipefitter, Plumber, or other related mechanical trade.
- First Aid – Level 1
- Valid BC Class 3 driver's license with air brake endorsement.
- WHMIS and confined space entry

PREFERRED QUALIFICATIONS

- Environmental Operators Certification Program: Wastewater Treatment Certification 2
- Wastewater Collection Certification 1
- Relevant dual industrial trade ticket

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

- Demonstrated experience providing leadership at a Leadhand or foreman level including scheduling, coordinating, and monitoring work.
- Tact and diplomacy required to handle contacts of a technical or specialized nature specifically with contractors and suppliers.
- Sound working knowledge of standard practices, procedures, bylaws, codes, regulations, methods, tools and equipment used to operate, maintain, and repair wastewater systems and equipment
- Sound working knowledge of the operation, maintenance and repair of wet and dry pit sewage pump stations
- Sound working knowledge of WorkSafe BC regulations relating to excavations, confined space entry, traffic, hazardous materials and other job-related hazards
- Ability to read and interpret gauges, plans, drawings, meters, charts and manuals
- Ability to analyze and troubleshoot critical wastewater equipment problems and develop and implement solutions.
- Ability to understand and carry out oral instructions and perform duties with minimal supervision
- Ability to communicate effectively both orally and in writing
- Ability to keep accurate log notes and records with strong attention to detail.
- Strong organizational and time management skills and abilities
- Ability to relate effectively with co-workers, contractors and the public in a professional and productive manner
- Ability to operate assigned vehicles and equipment
- Ability to use a personal computer and applicable software related to the work including but not limited to Outlook, MS Word, Excel, SCADA, and Antero/Cityworks

- This role requires occasional periods of physical activity such as standing, walking, lifting, pushing, and pulling. Physical strength and ability to perform the work is essential.
- Skill in the use and repair of a variety of tools and equipment related to the work

OTHER

- May be required to work in inclement weather
- Ability to be on call and respond to emergency call outs
- Ability to perform welding and metal fabrication
- Ability to perform motor and pump/blower alignments
- The Leadhand – Wastewater Maintenance must maintain active operator status.

EMPLOYEE SIGNATURE

I have read and understand this job description

Print Name

Signature

Date