Comox Valley REGIONAL DISTRICT

Job Description

Job Title: Waterworks Operator II-Transmission and Distribution		**Pay Grade:** 5
Department: Water Services		**Reports To:** Senior Operator-Water Transmission and Distribution
JJE Maintenance Review Date: 2026	**Content Last Updated:** November 2026	**Position(s) supervised:** N/A

JOB SUMMARY

Under the direction of the Senior Operator – Water Transmission and Distribution, the Waterworks Operator II is part of a team that is responsible for operating, maintaining, and repairing the water supply systems, equipment and related facilities of the Comox Valley Regional District (CVRD); troubleshooting and resolving problems; performing basic water tests and sampling and making adjustments as required; and responding to inquiries from the public. The Waterworks Operator must maintain active operator status.

MAJOR DUTIES AND RESPONSIBILITIES

1. Installs, maintains, repairs, monitors, and tests waterworks equipment, water mains and services, hydraulic controls, facilities and other appurtenances required for the operation of the water systems.
2. Interprets data from instrumentation and alarms, analyzes and troubleshoots and resolves problems.
3. Performs water sampling and basic water tests, including chlorine residuals, analyzes and interprets data and makes adjustments.
4. Obtains quotes and orders parts and equipment within predefined limits and by approval.
5. Installs, reads, records, and maintains water meters.
6. Inspects connections to the water system and advises the Senior Waterworks Operator or Manager of Water Services of water leaks.
7. Tests, calibrates, maintains, and repairs equipment utilized in the maintenance of water infrastructure and related facilities.
8. Responds to general enquiries and complaints from the public.
9. Periodically provides instruction to contractors and junior level operators when they have been assigned to work on specific projects.

10. Keeps records such as maintenance, inventory, water tests, as-builts, etc.
11. Works on standby and responds to emergency callouts.
12. Undertakes other assigned duties and projects as required.

REQUIRED EDUCATION AND EXPERIENCE

- Grade 12 or General Education Diploma
- 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 water systems
- 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 Distribution Certification –Level 2
- Chlorine Handling
- First aid – Level 1and Transport endorsement
- Valid BC class 5 driver's license

PREFERRED QUALIFICATIONS

- Environmental Operators Certification Program: Water Treatment 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 knowledge of standard practices, procedures, bylaws, codes, regulations, methods, tools and equipment used to operate, maintain, and repair the water systems and equipment
- Good knowledge of the water supply system, equipment and related facilities
- 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 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
- 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

_____	_____	_____
Print Name	Signature	Date