



JOB DESCRIPTION

Job Title: **Wastewater Operator**
Direct Supervisor: Wastewater Lead Operator
Hours: Full-time (as per CUPE Agreement)
File Reference: 07-2560-02

Affiliation: CUPE 374
Salary: \$29.67/Hr (2017 Rate)
Date Approved: June 2017

Position Summary

Reporting to the Wastewater Lead Operator, the Wastewater Operator will ensure optimal results by undertaking the work of operations and by performing standard Wastewater Collection and Wastewater Treatment System maintenance and repairs. The Operator is a team-oriented and self-motivated individual. The Wastewater Operator should possess strong results orientation with commitment to quality service and excellence and ensure the safe and efficient operations of the plant. The Wastewater Operator should possess willingness to maintain and upgrade certification in the disciplines of Wastewater Treatment and Wastewater Collection.

This position also requires highly developed analytical and decision-making skills. Maintains a high level of safety awareness and demonstrate safe work practices at all times.

Hours of work as specified in the CUPE Collective Agreement Letter of Understanding #5.

Nature & Scope of Work

1. Operates and maintains Level III Wastewater Treatment Plant and Level II Wastewater Collection System.
2. Collects samples and conducts lab analysis, meeting QA/QC standards.
3. Services of infrastructure in Wastewater Collection Systems and Wastewater Plant operations (i.e. wastewater quality sampling, process monitoring, evaluation and control, residuals management, equipment isolations and shutdowns, cleaning, and quality assurance/quality control testing).
4. Completes daily work permits and safe work plans.
5. Collects data for monthly regulatory and operational reporting as required.
6. Seeks opportunities for process improvement and optimization, with consultation of the Wastewater Lead Operator.
7. Generates and analyzes reports as required (i.e. monthly/annual reports and safety reports).
8. Troubleshoots day-to-day operational issues and develops solutions to rectify these issues.
9. Participates in safety and tailgate talks, inspections and observations.
10. Develops and maintains Standard Operating Procedures.
11. Participates in the operations' on-call rotation.
12. Performs other related work as required.

Knowledge, Abilities, & Skill Requirements

1. Ability to function efficiently with limited direction, to establish and maintain effective working relationships with municipal officials and other employees, and to meet and successfully serve the public on a continuing basis.
2. Ability to maintain confidentiality of matters as required.
3. Ability to work well under pressure and to a deadline.

4. Thorough familiarity and proficiency with Microsoft Office, SCADA, and an affinity to learn other software systems as required.
5. Working knowledge of the District document management practices.
6. Working knowledge of the operations and functions of other District departments.
7. Strong written and verbal communication skills.
8. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
9. Excellent organizational skills and the ability to prioritize work.
10. Ability to meet the physical demands of the position.
11. Demonstrate proficiency in the core competencies of:
 - a) Adaptability: Willingness to be flexible in a changing environment
 - b) Relationship Building: Establishes and maintains respectful and cooperative working relationships
 - c) Effective Communication: Communicates effectively with others
 - d) Problem Solving: Recognizes and acts to resolve problems
 - e) Organization: Organizes work so that others will understand it, in order to achieve District goals
 - f) Customer Focus: Provides excellent service to both internal and external customers

Training & Experience Requirements

1. Completion of Grade 12 or recognized equivalent, supplemented with a minimum of Level I Certification in Wastewater Treatment and Wastewater Collection, and/or relevant work experience at a Level I or higher certified facility.
2. Minimum two (2) years of directly related experience in the wastewater field.
3. Valid Class 5 B.C. Driver's License (with six (6) demerits or less). A Driver Abstract will be required.

The previous statements reflect the general duties considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all work requirements that are inherent in the job.

APPROVED BY:

Brent Blackhall
Acting Chief Administrative Officer

Date