



## **JOB DESCRIPTION**

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

Affiliation: CUPE 374  
Salary: \$33.08/Hr (July 1, 2018 Rate)  
Approval Date: March 2019

### **Position Summary**

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

This position also requires highly developed analytical, troubleshooting 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 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 knowledge of business English.

5. Thorough familiarity and proficiency with Microsoft Office, SCADA, and an affinity to learn other software systems as required.
6. Working knowledge of the District document management practices.
7. Working knowledge of the operations and functions of other District departments.
8. Strong written and verbal communication skills.
9. Ability to effectively read and interpret information, present numerical data in a clear and concise manner, and skillfully gather and analyze information.
10. Knowledge of treatment processes, laboratory procedures and equipment.
11. Excellent organizational skills and the ability to prioritize work.
12. Excellent teambuilding skills.
13. Ability to meet the physical demands of the position.
14. 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 by a post-secondary education in Water and Wastewater Technology.
2. Minimum three (3) years of directly related experience in the wastewater field.
3. Minimum of Level II certification in Wastewater Collection and Level II certification in Wastewater Treatment.
4. Valid Class 5 B.C. Driver's License. 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:

\_\_\_\_\_  
 Rob Howat  
 Director of Development Services

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 Date

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 Don Schaffer  
 Interim Chief Administrative Officer

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 Date