



JOB DESCRIPTION

Job Title: **Wastewater Operator III**
 Reports To: Wastewater Lead Operator
 Pay Grade: TBD

Affiliation: CUPE Local 374
 Hours per Week: 40
 Approval Date: Sept 9, 2021

Position Summary

Reporting to the Wastewater Lead Operator, the Wastewater Operator III 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 Wastewater Operator III is a team-oriented and self-motivated individual. The Wastewater Operator III 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 III should possess a 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 and must maintain a high level of safety awareness and demonstrate safe work practices at all times.

Nature and Scope of Work

1. Operates and maintains Level III Wastewater Treatment Plant and Level II Wastewater Collection System, at a higher level of responsibility.
2. Collects samples and conducts lab analysis, meeting QA/QC standards.
3. Services of infrastructure in Wastewater Collection Systems and Wastewater Plant operations such as 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 such as 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 ("SOPs").
11. Participates in the operations' on-call rotation.
12. Performs other related duties as required.

Knowledge, Skills, and Abilities 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 at all times.
3. Ability to effectively plan, organize, set priorities, and work well under pressure and to a deadline.
4. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.

5. Thorough knowledge of business English.
6. Thorough familiarity and proficiency with Microsoft Office Online, Supervisory Control And Data Acquisition ("SCADA"), records management application, and land management application, and the ability to learn other software systems as required.
7. Demonstrated ability to work independently and coordinate with others in departmental and organizational projects, with minimum supervision.
8. Working knowledge of adopted District document management practices.
9. Working knowledge of the operations and functions of other District departments.
10. Working knowledge of related municipal legislation, including *Municipal Wastewater Regulation, Local Government Act ("LGA")*, *Community Charter*, and *Freedom of Information and Protection of Privacy Act ("FOIPPA")*.
11. Maintains a high level of safety awareness and demonstrates safe work practices at all times.
12. Ability to meet the physical demands of the position.
13. Ability to adapt and learn new ideas, principles, and concepts in an ever-changing local government environment.
14. Strong interpersonal skills and written and verbal communication skills.
15. Excellent organizational and time management skills.
16. Excellent team building skills.

Training and Experience Requirements

1. A completion of Grade 12 or recognized equivalent, supplemented with a minimum of Level III certification in Wastewater Treatment and Level II in Wastewater Collection.
2. A minimum of five (5) years' directly related experience in the wastewater field.
3. Must be able to obtain and maintain Occupational First Aid Level 1 certification.
4. A valid Class 5 BC Driver's Licence and a current Driver Abstract.
5. A satisfactory Criminal Record Check.

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:

 Jeff Carter
 Director of Operations

 Date

 Norm McInnis
 Chief Administrative Officer

 Date