



JOB DESCRIPTION

Job Title:	Wastewater Lead Operator	Affiliation:	CUPE Local 374
Supervisor:	Manager of Wastewater	Hours:	40 hours per week
Status:	Full Time Permanent	Salary:	\$52.98 per hour
Position Number:	5010	Competition #:	2024-011

Position Summary

Reporting to the Manager of Wastewater, the Wastewater Lead Operator ensures optimal results through the supervision, coordination, and execution of operations by planning, directing, overseeing, and undertaking the work of operations employees and sub-contractors by doing Wastewater Collection and Wastewater Treatment System operations, maintenance, and repairs. The Wastewater Lead Operator is a team-oriented and self-motivated individual. This position acts as the primary contact for employees and contractors regarding wastewater maintenance, and emergency contact for employees regarding wastewater operations issues.

The Wastewater Lead Operator should possess exceptional interpersonal skills to build rapport quickly with others, create a positive influence, motivate team members, and ensure wastewater operations are safe, efficient, and compliant. 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

- Operates and maintains a Level III Wastewater Treatment Plant and Level II Wastewater Collection System; conducts sample collection and laboratory analyses to meet quality assurance and quality control standards.
- Maintains infrastructure within the Wastewater Collection Systems and Wastewater Plant Operations, including tasks such as wastewater quality sampling, process monitoring, evaluation, control, residuals management, equipment isolations, shutdowns, cleaning, and conducting quality assurance/quality control testing.
- Ensures compliance with relevant legislation and seeks opportunities for process improvement and optimization while also developing and maintaining Standard Operating Procedures.
- Plans, coordinates, and documents all operating, maintenance, and capital work activities, while also conducting safety and tailgate talks, inspections, and observations.
- Serves as the main point of contact for both employees and contractors concerning wastewater maintenance and acts as the primary emergency contact for employees regarding wastewater operations issues.
- Oversees, coaches, trains, and mentors' divisional employees to guarantee optimal performance and aids in preparing employee performance evaluations.
- Provides orientation and training to new employees, develops and implements training materials for new or upgraded systems, and participates in the operations' on-call rotation.
- Performs other related duties as required.

Knowledge, Skills, and Abilities Requirements

- Ability to work effectively with minimal supervision, maintain confidentiality, foster, and sustain productive relationships with municipal officials, colleagues, and the public, while consistently meeting their needs.

- Excellent organizational skills, attention to detail, and the ability to work independently and with others on projects with sound judgment and proficient planning, organizing, and prioritizing of tasks to meet deadlines under pressure.
- Capable of reading, interpreting, and presenting information effectively, including numerical data, and proficiently gathering and analyzing information.
- Working knowledge of municipal legislation, including the *Municipal Wastewater Regulation, Local Government Act, Community Charter, and Freedom of Information and Protection of Privacy Act* and is familiar with District document management practices and department operations.
- Proficient in Microsoft Office Online, Supervisory Control And Data Acquisition (SCADA) records and land management applications, with experience in databases and ability to learn new software systems as required.
- Ability to adapt and learn new ideas, principles, and concepts in an ever-changing local government environment, coupled with strong interpersonal skills and excellent written and verbal communication skills, as well as exceptional team-building abilities
- Maintains a high level of safety awareness, demonstrating safe work practices at all times, and possesses the ability to meet the physical demands of the position.

Training and Experience Requirements

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

Competencies

- **Adaptability:** Willingness to be flexible in a changing environment.
- **Relationship Building:** Establishes and maintains respectful and cooperative working relationships.
- **Effective Communication:** Communicates effectively with others.
- **Problem Solving:** Recognizes and acts to resolve problems.
- **Organization:** Organizes work so that others will understand it, to achieve District goals.
- **Customer Focus:** Provides excellent service to both internal and external customers.