

**CITY OF FORT ST. JOHN
POSITION DESCRIPTION**

Class Title: Water/Sewer Plant Operator (I, II & III)
Department: Public Works & Utilities
Effective Date: July 2024

NATURE OF WORK

Performs a variety of technical and maintenance work in the operation, maintenance and repair of water and wastewater treatment facilities and systems.

SUPERVISION RECEIVED

Works under the supervision of the Utilities Superintendent, Utilities Treatment Supervisor and the Water/Sewer Operator II and III.

SUPERVISION EXERCISED

May occasionally provide direction or assistance to junior or temporary employees.

KEY RESPONSIBILITIES

- Operates and maintains the water and wastewater collection systems, treatment plants, pumping and lift stations, reservoirs, and lagoons to control the flow and processing of water and wastewater, sludge, and effluent to meet Provincial regulations.
- Conducts the required laboratory testing for water and wastewater. Collects and/or analyzes samples and prepares daily, monthly and annual reports as required.
- Ensures the proper installation, maintenance, and repair of electrical systems for water and wastewater collection, distribution, and treatment.
- Responsible for the control and use of, and assumes responsibility within established departmental guidelines, for all materials, supplies and equipment used in the maintenance, construction and repair of wastewater collection and treatment systems and other department facilities.
- Requisitions needed supplies for the department and maintains various records relating to personnel, equipment, supplies, water consumption, and reports.
- Advises supervisors and the Director of Public Works and Utilities in matters relating to treatment activities; provides information to various civic, educational and public groups and individuals regarding water and wastewater treatment problems and services (e.g. school tours or presentations).
- Responds to complaints regarding treatment system failures, leaks, or other problems.
- Assists with the preparation and implementation of statistical reports, as well as daily, monthly, and annual reports as required.

- Ensures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.
- Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Inspects and assists in the control and use of supplies and equipment used in the maintenance, construction and repair of treatment systems and other department facilities to ensure that all equipment is in proper working order.
- Ensures that all necessary materials, supplies, and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools, and supplies; provides recommendations regarding equipment purchases and requisitions for required supplies and materials.
- Participates in short and long-term planning of capital improvement projects.
- Reads and maintains meters.
- Maintains the drawings and schematics of electrical and other systems in the treatment plant.
- May serve on various employee committees.
- Performs other related duties as assigned.
- Contributes to a positive work environment by modelling a respectful workplace, as per City policy.
- Takes reasonable care to protect the health and safety of themselves, and the health and safety of others who may be affected by their acts or omissions at work. Properly wears protective clothing, devices and equipment provided, and ensures hazards are immediately reported to Supervisors. Complies with the City of Fort St. John's Occupational Health and Safety program, and all applicable policies and procedures.

PERFORMANCE FACTORS

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|---------------------------------|------------------------------|
| • Knowledge, Ability and Skills | • Reliability |
| • Customer Service | • Attendance and Punctuality |
| • Quantity of Work | • Compliance |
| • Cooperation | • Health & Safety |

REQUIRED QUALIFICATIONS, LICENSES, CERTIFICATES & REGISTRATIONS, KNOWLEDGE, ABILITY & SKILLS

WATER/SEWER PLANT OPERATOR I

- Completion of high school education or equivalent
- Minimum of two (2) years' experience in a water and wastewater utility or an equivalent combination of education and experience.
- Valid Class I BC Water Treatment Plant Operator Certificate
- Valid Class I BC Waste Water Treatment Plant Operator Certificate

- Valid Class 5 BC Drivers' License
- Knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- Ability to operate some of the listed tools and equipment;
- Ability to perform heavy manual tasks for extended periods of time;
- Ability to communicate effectively verbally and in writing;
- Ability to establish and maintain effective working relationships with employees, other departments and the public;
- Ability to understand and carry out written and oral instructions

WATER/SEWER PLANT OPERATOR II

In addition to Water/Sewer Plant Operator I

- Four years' experience as a Water/Sewer Operator I, or equivalent
 - Valid Class II BC Water Treatment Plant Operator Certificate
 - Valid Class I BC Wastewater Treatment Plant Operator Certificate
 - Valid British Columbia Cross Connection Control Certificate
- OR**
- Valid Class II BC Wastewater Treatment Plant Operator Certificate
- Valid Class 1 Water Treatment Plant Operator Certificate
- Responsible for the direct supervision of junior employees, equipment operators, and assigned crews in the water treatment, wastewater treatment and pumping facilities, including scheduling daily work for assigned crews.
- Responsible for accurately preparing and implementing statistical reports, daily, monthly and annual reports as requested or required.

WATER/SEWER PLANT OPERATOR III:

In addition to Water/Sewer Plant Operator II

- Seven (7) years of experience in a water and wastewater utility or any equivalent combination of education and experience.
- Valid Class III BC Water Treatment Plant Operator Certificate
- Valid Class II BC Wastewater Treatment Plant Operator Certificate
- Valid British Columbia Cross Connection Control Certificate
- Management Skills for Supervisors Certificate or equivalent course
- Responsible for monitoring and assisting with budget preparation for assigned cost centers in the annual operating budget.
- Assists with scheduling, training and performance feedback.

- Responsible for the preparation and implementation of statistical reports, logbooks, safety crew talks and inspection forms and prepares reports as required.
- Responsible for responding to general inquiries and complaints from the public.
- Excellent interpersonal skills; demonstrated ability to handle a complex & varied work load
- Ability to communicate effectively, both orally and in writing
- Ability to exercise sound judgment in the interpretation and application of related policies and procedures
- Computer operation skills; knowledge and ability to use Microsoft Office
- Proven ability in supervision, training, and assisting staff under their supervision with their daily routines
- Competency in the areas of leadership and the ability to work as a team player within the department and organization

GENERAL TOOLS AND EQUIPMENT USED

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, computer and a variety of lab equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 kg. and occasionally lift and/or move up to 50 kg. Specific vision abilities required by this job include close vision, distance, vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The noise level in the work environment is usually loud.

GENERAL

Formal application, rating of education and experience, oral interview and reference check, criminal record check, and other job-related tests may be required

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related and/or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change

This is a position in the BC General Employee's Union