



TOWN OF LAKE COWICHAN
Vancouver Island's best kept secret!

Utility Operator – Category 2

Job Title	Utility Operator – Category 2	Department	Operation and Infrastructure
Reports To	Director of Operations and Infrastructure	Job Classification	☐ Management ☒ Union
FTE	1 FTE - Permanent Full Time	Pay Band/Grid	39.7753 to 40.9686
Benefits	1. Health and Wellness ☒ Extended Health, Allied Medical Services, Prescription ☒ Life Insurance ☒ Accidental Death and Dismemberment ☒ Dental ☒ Vision ☒ Sick Leave 2. Pension Plan ☒ Defined Benefit Pension Plan (MPP) ☐ Defined Contribution Pension Plan (RRSP) 3. Training and Development ☒ Support for Professional & Technical Certificate Renewal ☒ Support for Tuition Reimbursement 4. Work Location ☒ Onsite ☐ Remote ☐ Hybrid (Mixed of on-site and remote)		

POSITION SUMMARY

The Utility Operator – Category 2 performs skilled operational, maintenance and construction work associated with the Town's water, wastewater, stormwater, roads and other municipal infrastructure.

Under the direction of the Superintendent of Public Works, and the Supervisor of Public Works or designate, the Utility Operator performs routine inspection, maintenance, repair and construction activities associated with municipal water and sewer systems; assists qualified certified operators with the operation and maintenance of water and wastewater facilities; and performs a broad range of general Public Works duties.

Consistent with the Category 2 classification established by the Collective Agreement, the employee must be capable of competently operating a front-end loader or sweeper and/or performing highly skilled pipe-laying work.

The position is expected to work independently on assigned tasks within established procedures while referring matters requiring higher-level certification, operational authority or supervisory direction to the appropriate certified operator or supervisor.

GENERAL DUTIES

The duties of the Utility Operator – Category 2 include, but are not limited to:

1. Water and Wastewater Operations

- Inspect, maintain, repair and assist with the construction of municipal water and wastewater infrastructure, including mains, services, valves, hydrants, meters, manholes, pumping stations and related equipment.
- Perform skilled pipe-laying, excavation, trench preparation, installation, backfilling and site restoration.
- Perform watermain flushing, valve exercising, hydrant maintenance, sewer flushing, blockage removal and other preventative maintenance.
- Respond to water leaks, main breaks, sewer backups and other utility system failures.
- Assist certified operators with routine water and wastewater facility operations, inspections and maintenance.
- Collect samples, conduct routine testing and record operational data where trained and authorized.
- Inspect pumps, valves, piping, instrumentation and related equipment and report abnormal conditions or deficiencies.
- Maintain accurate utility inspection, maintenance, sampling and operational records.
- Perform duties within the employee's level of training, certification and authority and refer matters requiring higher-level certification to the appropriate operator or supervisor.
- Accurately complete inspection sheets, maintenance records, work orders, equipment logs, sampling documentation and other operational records.
- Enter information into electronic maintenance, asset-management or operational systems where required.
- Assist with maintaining inventories of tools, equipment, materials and supplies.
- Immediately report conditions that may affect regulatory compliance, public safety, water quality or continuity of municipal services.

2. Equipment and Public Works Operations

- Safely operate a front-end loader, sweeper and other vehicles, equipment, tools and machinery for which the employee is trained and authorized.
- Operate single-axle trucks, utility vehicles, trailers, compactors, pumps, generators, compressors and other vehicles and equipment for which the employee is trained and authorized.

- Operate hand tools, power tools and specialized municipal utility equipment.
- Conduct pre-trip and post-trip inspections and routine equipment checks.
- Report mechanical deficiencies and ensure assigned equipment is maintained in a safe and serviceable condition.
- Conduct routine equipment inspections and report mechanical or safety deficiencies.
- Assist with roads, drainage, stormwater, snow and ice control, vegetation management and other Public Works activities as required.

3. Emergency Response

- Respond to water, wastewater, drainage and other municipal emergencies as assigned.
- Assist with emergency repairs, service restoration and protection of municipal infrastructure.
- Participate in overtime, call-out and standby assignments in accordance with operational requirements and the Collective Agreement.

4. Roads, Drainage and General Public Works

- Assist with road maintenance, pothole repair, asphalt and concrete work, ditching, drainage maintenance, culvert installation and related activities.
- Assist with snow and ice control, debris removal, emergency response and seasonal Public Works operations.
- Perform vegetation management and maintenance around municipal infrastructure.
- Assist other Public Works employees and departments as operational requirements dictate.

Health, Safety & Risk Management

- Conduct duties in compliance with WorkSafeBC requirements and municipal safety program and policies.
- Identify unsafe conditions and take appropriate enforcement or mitigation actions.
- Assist with setup and takedown of seasonal amenities and equipment.

Other Duties

- Support special projects, system upgrades, and process improvements within the Operations and Infrastructure Department.
- Willingness to serve during a municipal emergency if called upon to do so.
- Perform other related duties assigned from time to time consistent with the responsibilities of the position.

QUALIFICATIONS, SKILLS, COMPETENCIES AND ABILITIES

Minimum Requirements

- High School Diploma – required.
- Certificate, Diploma or other educational training in administration, water and wastewater operations, engineering would be considered a strong asset.
- Demonstrated experience and competence in pipe laying and the construction, repair, and maintenance of underground utilities.
- Demonstrated ability to safely operate a front-end loader and/or sweeper.
- WHMIS, Confined Space Entry, and Occupational First Aid certified or willingness to obtain certification on the job.
- Knowledge of safe excavation, trenching, shoring, and underground utility construction practices.
- EOCPC Certification for water level 2 and wastewater level 1 and willingness to obtain level 3 water and level 2 wastewater certification.
- Valid Class 5 BC Driver's Licence with a driving record that is satisfactory to the Town.
- Ability to perform physically demanding work in various weather conditions, including outdoors.

Skills

- Strong reliability, punctuality, and willingness to learn.
- Ability to follow instructions and work safely.
- Strong customer service and interpersonal skills with the ability to interact respectfully and courteously with the public, Council, staff, volunteers, contractors and other stakeholders.
- Strong problem-solving abilities and attention to detail.
- Ability to read work plans and prioritize tasks.
- Ability to communicate effectively and professionally.

Competencies and Abilities

- Integrity and confidentiality
- Reliability and professionalism
- Collaboration and teamwork
- Adaptability and problem-solving