



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

Utility Operator – Category 3

Job Title	Utility Operator – Category 3	Department	Operation and Infrastructure
Reports To	Director of Operations and Infrastructure	Job Classification	☐ Management ☒ Union
FTE	1 FTE - Permanent Full Time	Pay Band/Grid	40.5908 to 41.8085
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 3 performs skilled and advanced operational, maintenance, repair 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, Supervisor of Public Works or designate, the Utility Operator independently performs routine operation, inspection, monitoring, maintenance and repair of municipal water and wastewater systems within the employee's level of certification and authority. The position also operates specialized Public Works equipment and performs general municipal infrastructure duties as operational requirements dictate.

Consistent with the Category 3 classification established by the Collective Agreement, the employee must be capable of operating a rubber-tired backhoe, vacuum street sweeper or automated garbage truck, or be a qualified Environmental Operators Certification Program (EOCP) operator in water at a level 3 and sewer at a level 2 minimum.

The position is expected to exercise sound operational judgment, identify and respond to abnormal system conditions, maintain regulatory and operational records, assist with emergency response, assist less experienced staff, and provide guidance to less experienced employees when required.

GENERAL DUTIES

The duties of the Utility Operator – Category 3 include, but are not limited to:

1. Water and Wastewater Operations

- Operate, inspect, monitor, maintain and repair municipal water and wastewater systems and related facilities within the employee's certification and authority.
- Inspect and maintain water mains, sewer mains, services, valves, hydrants, meters, manholes, pumping stations, treatment facilities and related equipment.
- Monitor pumps, valves, piping, instrumentation, controls, alarms and treatment processes and identify abnormal operating conditions.
- Perform watermain flushing, valve exercising, hydrant maintenance, sewer flushing, blockage removal and preventative maintenance.
- Collect water and wastewater samples, conduct routine operational testing and accurately record results.
- Adjust equipment and operational processes where trained, certified and authorized to do so.
- Diagnose routine operational and mechanical problems and undertake or coordinate appropriate corrective action.
- Respond to water leaks, main breaks, sewer backups, pump failures, alarms and other utility system emergencies.
- Perform skilled pipe-laying, excavation, trench preparation, installation, backfilling and site restoration.
- Maintain accurate operating logs, sampling records, inspection sheets, maintenance records, work orders and regulatory documentation.
- Enter and maintain information in electronic maintenance, asset-management and operational systems.
- Immediately report conditions that may affect regulatory compliance, public health, water quality, environmental protection or continuity of municipal services.
- Assist with system upgrades, commissioning, preventative maintenance programs and operational improvements.

2. Equipment and Public Works Operations

- Safely operate equipment associated with the Category 3 classification, which may include a rubber-tired backhoe, vacuum street sweeper and automated garbage truck.
- Operate front-end loaders, single-axle trucks, utility vehicles, trailers, pumps, generators, compressors and other equipment for which trained and authorized.
- Perform excavation and utility construction using appropriate heavy equipment.

- Conduct pre-trip, post-trip and routine equipment inspections and identify mechanical or safety deficiencies.
- Ensure assigned vehicles, machinery and equipment are maintained in a safe and serviceable condition.
- Operate hand tools, power tools and specialized municipal utility equipment.
- Assist with roads, drainage, stormwater, snow and ice control and other Public Works operations as required.

3. Emergency Response

- Respond to water, wastewater, drainage, infrastructure and other municipal emergencies.
- Diagnose system problems and assist with emergency repairs, service isolation, restoration and protection of municipal infrastructure.
- Respond to facility alarms and abnormal operating conditions within the employee's certification and authority.
- Participate in overtime, call-out and standby assignments in accordance with operational requirements and the Collective Agreement.
- Serve during municipal emergencies when called upon to do so.

4. Roads, Drainage and General Public Works

- Perform or assist with road maintenance, asphalt and concrete work, ditching, drainage maintenance, culvert installation and infrastructure repairs.
- Participate in snow and ice control, debris removal, vegetation management and seasonal Public Works operations.
- Assist with installation, maintenance and repair of stormwater infrastructure.
- Assist with setup and removal of municipal and seasonal infrastructure and amenities.
- Support other Operations and Infrastructure employees 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.
- Qualified EOCP Operator in Water at a level 3, and wastewater at a level 2 or the system classification of the Town.
- Demonstrated experience operating and maintaining municipal water and wastewater infrastructure.
- Demonstrated experience in underground utility construction, pipe laying, excavation and infrastructure repair.
- Ability to competently operate a rubber-tired backhoe and/or other Category 3 equipment relevant to the position.
- Knowledge of water and wastewater sampling, testing, recordkeeping and regulatory requirements.
- Knowledge of safe excavation, trenching, shoring and underground utility construction practices.
- WHMIS, Confined Space Entry, and Occupational First Aid certification, or willingness to obtain required certification.
- Valid Class 5 BC Driver's Licence with a driving record satisfactory to the Town.
- Ability to undertake physically demanding work outdoors and in varying weather and operating conditions.

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.
- 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