

## **Water/Wastewater Analyst**

### **Permanent Full-time 35 hours per week**

(pending board approval)

Are you naturally collaborative, service-oriented and community-focused? Do you want to make a difference in your community and be part of an organization that has a direct impact on the quality of life of residents in the Comox Valley? At the Comox Valley Regional District (CVRD) we are committed to fostering a respectful, inclusive, equitable and diverse workplace which is representative of the community we serve. Our core values-collaboration, service, accountability and sustainability help guide us in everything we do. If you share our commitment and values, please consider applying with us.

In addition to the Comox Valley being an attractive geographic location to live and play, rich in rural agriculture, vibrant urban development, meandering coastline and dramatic mountains, working at the CVRD provides work/life balance through flexible work options, competitive salary and wages, employer-paid benefits package, and municipal pension plan. At the CVRD we value continual learning and growth and support employees' development through technical, professional, and leadership training.

We are seeking a **Water/Wastewater Analyst** (Analyst) to join our Engineering Services team. The Analyst provides analysis and guidance on utility planning, capital projects, regional service delivery, and land use development proposals. Reporting to the Senior Manager of Water/Wastewater Services, the primary responsibilities of this role include:

- Providing engineering analysis and guidance on water and wastewater projects;
- Preparing written and verbal reports, plans and correspondence, and providing advice on various operational services matters to senior management and elected officials;
- Conducting technical assessments, studies and research regarding a variety of operational matters;
- Working with consultants from the conception to engineering stage in a project management capacity;
- Evaluating request for proposals/quotations and construction tender bids;
- Preparing displays, and presenting materials for public information including, websites, open houses, public meetings, and brochures;
- Arranging and conducting internal and formal public/community meetings, workshops and open houses as needed;

- Liaising with provincial and federal agencies, First Nations, community groups and affected stakeholders;
- Responding to inquiries/complaints from the general public regarding operational services issues; explaining and interpreting regional district bylaws, regulations, policies, procedures and permit requirements as well as relevant provincial and federal acts, regulations and orders;
- Undertaking/coordinating the review of land use development proposals;
- Providing occasional analysis and guidance for solid waste management.

Our ideal candidate is:

- A skilled communicator with the ability to engage multiple stakeholders and resolve conflict when required;
- A strong researcher and facilitator with the ability to create and deliver meaningful presentations;
- Organized, analytical and creative when it comes to problem solving;
- Current in engineering principles, terminology, practices and techniques and comfortable making recommendations on technical matters to senior staff and elected officials;
- Educated in a relevant discipline at the post-secondary level (degree with two to three years of related experience OR diploma with over four up to five years of experience) and eligible for registration as a Professional Engineer with Engineers and Geoscientists BC or as an Applied Science Technologist with the Applied Science Technologists and Technicians of BC;
- Trained in local government/public administration with working knowledge of relevant provincial legislation;
- Able to provide technical guidance and assistance to other staff;
- Proficient in Microsoft Office Suite, iMap and GIS.

A valid BC Class 5 driver's license is required for this role. Successful candidates will be required to consent to a Canadian Criminal Record Check.

*This position is pending funding approval by the Comox Valley Regional District Board*

This is a CUPE Local 556 with a current wage rate of \$43.27 per hour.

To review the complete job description and to apply go to [www.comoxvalleyrd.ca/jobs](http://www.comoxvalleyrd.ca/jobs).

The closing date for this position is March 19, 2024 at 3:00 pm. Applications for available positions with the CVRD must be received prior to the indicated closing date and time. We appreciate all applications; however, only short-listed candidates will be contacted. If your application is shortlisted, you will be contacted in a timely manner to arrange an interview. Virtual or in-person interviews are available.

*The CVRD respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.*

*The CVRD is committed to providing a safe, respectful and inclusive work environment. We celebrate diversity and welcome applications from all qualified candidates.*