

Lead Hand - Utility Operations (Permanent, Full-Time) - 1480

Close Date

December 9, 2024

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

The City of Kamloops has an exciting opportunity to join our team as a Lead Hand - Utility Operations. The Lead Hand - Utility Operations position is a working Lead Hand role focused on overseeing the City's water distribution, wastewater collection, and stormwater pumping systems. It involves managing daily operations, including scheduling, monitoring systems, and handling equipment and inventory. The Lead Hand also ensures compliance with safety standards and acts as a liaison between the team and the public or contractors. If being at the forefront of Kamloops' vital utility infrastructure excites you, apply to today!

We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. We have world class, hiking and biking trails, ski resorts, green spaces, and facilities to fit whatever your passions are! We are nestled in the interior of British Columbia a few hours away from the Okanagan lakes and the Vancouver coastline. This is Kamloops!

The successful candidate must have the following qualifications:

1. Completion of senior secondary school or its equivalent.
2. Completion of the BC EOCP Level IV Certificate in Water Distribution Systems*
3. Completion of the BC EOCP Level IV Certificate in Wastewater Collection Systems*
4. Minimum five years' previous experience operating in a level III or higher water distribution system and level III or higher wastewater collection system.
5. Minimum six months' recent supervisory experience with demonstrated leadership qualities.
6. Proficient in Basic Word and Basic Excel, as demonstrated through testing.
7. Valid Class 5 BC Driver's Licence.

Please note, our preference will be to hire a fully qualified Lead Hand - Utility Operations, however, if there are no qualified applicants, we may hire a Lead Hand - Utility Operations - Training Opportunity.

The successful candidate for the Lead Hand - Utility Operations - Training Opportunity must have the following qualifications:

1. Completion of senior secondary school or its equivalent.
2. Completion of the BC EOCP Level III Certificate in Water Distribution Systems*
3. Completion of the BC EOCP Level III Certificate in Wastewater Collection Systems*
4. Ability to obtain BC EOCP Level IV Certificate in Wastewater Collection Systems and Water Distribution Systems within three years.
5. Minimum five years' previous experience operating in a Level III or higher water distribution system and level III or higher wastewater collection system.
6. Minimum six months' recent supervisory experience with demonstrated leadership qualities.
7. Proficient in Basic Word and Basic Excel, as demonstrated through testing.
8. Valid Class 5 BC Driver's Licence.

****All requirements must comply with the Operator Certification Program Guidelines as laid out by the Environmental Operators Certification Program (EOCP)***

For further information on the Lead Hand - Utility Operations position, please see the attached job description for the fully qualified position and for further information on the details around the training opportunity please see the attached terms and conditions.

Awarding of Training Opportunity:

To be successful for this training opportunity, senior applicants must meet the above requirements. Applicants are able to participate in a maximum of three training opportunities within the Department.

On-the-Job Experience and Training:

The most senior qualified candidate for this opportunity will be gaining experience towards becoming a fully qualified Lead Hand - Utility Operations. The exact length of the training opportunity may vary based on the previous education and experience of the successful candidate and the length of the position but will be a maximum of three years.

Pay Rate:

The successful applicant for this training opportunity will receive the pay rate of Pay Grade 13 (outside), \$41.393 per hour to start. After successful completion of the Training Opportunity term and being deemed fully qualified, the incumbent will move to a Pay Grade 13* (outside), \$43.463 per hour as a fully qualified Lead Hand - Utility Operations.

Time Commitment to the Position:

The successful candidate will be required to remain in the Lead Hand - Utility Operations position for a minimum of the amount of time it took the candidate to become fully qualified.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position. This is a CUPE local 900 position.

Hourly Rate

\$43.463

Hours & Days of Work

Monday – Friday 7:00 am – 3:00 pm

Hours per Week

40

Career Opportunity



Canada's Tournament Capital

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.

Training Opportunity Terms & Conditions

The City of Kamloops encourages career development and professional growth for its employees. Training postings (including training opportunities and "in-training" postings) allow staff the prospect of moving into an area of the City operations that they may not otherwise have the experience or qualifications to bid into.

To support this, the parties have adopted the following terms and conditions for training postings. To illustrate your acceptance of the terms and conditions, please initial each item and date and sign at the bottom.

1. MANAGEMENT/EMPLOYEE RESPONSIBILITIES

The City recognizes that there is a joint responsibility for the development and success of the trainee. It is management's obligation to regularly monitor and assess the trainee's work to ensure that he/she is completing the requirements of the training. It is the employee's obligation to meet the commitments of the training posting, attend any training or educational sessions required and to participate in applicable duties at the workplace.

2. TRAINING TERMS

Training terms may vary in length, based on the amount of experience that the successful qualified applicant brings to the position.

3. ACCESS TO TRAINING

Employees will be allowed to access a maximum of two of the training types (training opportunity and/or in-training) during their employment with the City. The third training type, apprenticeship, will have a maximum of one opportunity.

Where the situation exists for an employee to pursue multiple opportunities related to a particular career path within a Division, consideration will be given on a case by case by the Employer to waive the access restrictions.

4. EMPLOYEE COMMITMENTS

- a) Employees must commit to the training term stated on the posting.
- b) After completion of the training term, employees must remain in the position for the commitment term stated on the posting.

OUR CORPORATE MISSION IS . . . to provide the best possible services to our citizens that reflect the will of Council and provide a balance of benefits to the community.

- c) For a period of one year after completing the training term, employees (unless they are otherwise employed full time outside of the classification), must accept any vacant shifts that should arise in the classification they have been trained in if that shift remains vacant after a posting or bid meeting process.

Any employee who does not fulfill the commitments of a training posting through his/her own actions will not be allowed access to any other training types in the future.

5. SENIORITY FOR TRAINEES

New employees hired for a training position will not obtain seniority during the training term. If confirmed in the position, seniority will be calculated as per the Collective Agreement and given to the employee at that time.

6. LAYOFF AND RECALL FOR TRAINEES

The trainee will be laid off before junior, fully qualified incumbents in the classification. The trainee will be recalled last after junior, fully qualified incumbents in the classification.

7. TRAINEE PROBATIONARY PERIODS

The probationary period for externally hired employees will be equivalent to the training term. As per Article 10(d), the employment of these employees may be terminated at any time during the probation period at the absolute discretion of the employer, provided however, that such discretion is not used in an arbitrary, perverse, or capricious manner.

Employees with seniority who do not fulfill the commitments of a training posting or who are deemed unsuccessful after passing probation will forfeit the right to return to his/her former position but will be allowed to use his/her seniority for one year to bid on another position.

The Union has agreed to consider requests for longer probationary periods based on the length of the training term and/or a trainee's progress.

8. OVERTIME CALL OUT

In the event of an overtime call out, fully qualified staff will be called first. Trainees may be considered at management's discretion.

Employee

Date

CITY OF KAMLOOPS

JOB TITLE: Lead Hand - Utility Operations

PAY GRADE: 13

NATURE AND SCOPE OF WORK

Performs highly skilled operations work of a complex nature involving the water distribution, wastewater collection, and stormwater collection systems of the City's utilities under the limited supervision of the Crew Leader – Utility Operations and Utility Services Supervisor – Operations. The work involves supervision of Water and Wastewater Operators and other staff as required. The incumbent plans, schedules, participates and supervises the installation, operation, and maintenance of all water, wastewater, and stormwater pumping and control equipment. The job involves both inside and outside work in the presence of noxious odours, sewer gases, and dirty, noisy conditions; frequent handling of toxic chemicals; the possibility of incurring serious injury; working regularly in awkward positions; and moderately heavy exertion under pressures of work volume with deadlines a recognized requirement of the job. The incumbent is required to exercise constant care in the performance of duties to avoid serious injury to others and to ensure the safety of co-workers and the public. They are required to use courtesy, diplomacy, and tact in dealing with other City employees, representatives of private companies, and the public in contacts of a non-routine nature. The incumbent assists with the training and mentoring of employees. Close care and attention is required to prevent discontinuance of work operations and/or serious loss or damage.

ILLUSTRATIVE EXAMPLES OF WORK

1. Plans, schedules, supervises, and participates in the operation, maintenance, and repair of the City's water, sewer, and drainage collection and distribution systems.
2. Monitors and controls the water distribution, drainage, and wastewater collection computerized SCADA system and through use of gauges, meters, valves, and control panels, to provide safe, adequate, and efficient utility operation.
3. Maintains and controls an inventory of standard parts, obtains sources and quotations for new or replacement equipment, and purchases supplies and equipment within budgetary guidelines.
4. Performs required duties of Chief Operator (as defined by EOCP) and operates or directs the operation of the water distribution, drainage collection, and wastewater collection systems.
5. Prepares detailed reports as required and checks all time sheets and equipment documentation for accuracy and approval by the Utility Services Supervisor.
6. Participates in project planning and delivery by providing utility operations insights, recommendations, and oversight.
7. Supplies information for and maintains a computerized operation and maintenance planning system and work order cost control system, ensuring budgetary and scheduling criteria are met successfully.

8. Conducts weekly crew meetings, schedules tasks, assigns workloads to Operations Unit Staff, and provides on-site support to ensure quality and professional development.
9. Oversees security of utility pumping facilities and reservoirs.
10. Monitors and oversees Utility operation aspects of the computerized SCADA system and coordinates changes and repairs with other departments.
11. Assists with the training and supervision of new operators and other staff and ensures, by written and verbal communication, that administrative and maintenance personnel are kept informed regarding the operational and mechanical status of the City's various utility infrastructure.
12. Performs related duties as required.

REQUIRED SKILLS, ABILITIES, AND KNOWLEDGE

1. Thorough knowledge of the standard methods, practices, materials, and equipment used in water distribution and drainage collection, and wastewater collection systems including pumping and storage as evidenced by experience in the operation of water and wastewater systems.
2. Thorough knowledge of the hazards and necessary safety precautions involved in such work.
3. Thorough mechanical aptitude for diagnosing and rectifying equipment problems.
4. Thorough knowledge of pumping systems, hydraulics, testing procedures, sampling, and related equipment.
5. Ability to evaluate priorities and complete necessary tasks requiring considerable independent judgment.
6. Ability to read and write reports and check all time sheets for accuracy.
7. Demonstrated ability to supervise and coordinate the work efforts of other staff members in the Unit.
8. Ability to exercise courtesy, tact, diplomacy, and some persuasion in contacts with other City employees, contractors, third party utilities, and the public.
9. Ability to establish and maintain effective working relationships with others.
10. Demonstrated ability to utilize a computer for the storage and retrieval of necessary operational and maintenance management information.
11. Thorough knowledge of the Cityworks program, with the ability to set up service requests and work orders as required.
12. Working knowledge of computer programs, including Microsoft Word and Excel.

PREFERRED TRAINING, EXPERIENCE, MEMBERSHIPS, ETC.

1. Thorough knowledge of Geographical Information Systems (GIS) and SCADA systems.

REQUIRED LICENCES, CERTIFICATES, ETC.

1. Completion of senior secondary school or its equivalent.
2. Completion of the BC EOCP Level IV Certificate in Water Distribution Systems*
3. Completion of the BC EOCP Level IV Certificate in Wastewater Collection Systems*
4. Minimum five years' previous experience operating in a Level III or higher water distribution system and Level III or higher wastewater collection system.
5. Minimum six months' recent supervisory experience, within the last five years, with demonstrated leadership qualities.
6. Proficient in Basic Word and Basic Excel, as demonstrated through testing.
7. Valid Class 5 BC Driver's Licence.

****All requirements must comply with the Operator Certification Program Guidelines as laid out by the Environmental Operators Certification Program (EOCP)***

HOURS OF WORK

Normal day shift.

Non-normal shift may be required.