



## JOB DESCRIPTION

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<b>CLASSIFICATION:</b>	<b>UTILITY OPERATOR LEVEL 1</b>
<b>REPORTS TO:</b>	<b>MANAGER OF PUBLIC WORKS / DIRECTOR OF PUBLIC WORKS</b>
<b>DATE:</b>	<b>JANUARY 2026</b>

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### POSITION SUMMARY

The Utility Operator Level 1 is responsible for the safe and efficient operation of the District's municipal water treatment, water distribution, and wastewater systems. This role supports the reliable delivery of essential utility services, regulatory compliance, and continuity of operations within a small-team municipal environment. The incumbent operates and maintains treatment processes, performs routine monitoring and sampling, completes accurate technical documentation, and assists with emergency response related to utility operations. In addition to utility responsibilities, the incumbent is also expected to assist with broader Public Works, facilities, parks, recreation, and seasonal operational duties as assigned in support of overall service delivery. This position requires 37½ hours per week, with flexibility for daytime, evenings, weekends, shift work, and after-hours emergency response as required.

### KEY RESPONSIBILITIES

#### Water Treatment & Distribution Operations

- Operate and monitor water treatment plant components, including clarifiers, filters, UV reactors, and chemical dosing systems (chlorine, coagulant, polymer).
- Adjust flows, chemical feed rates, and control setpoints to maintain treatment performance and regulatory compliance.
- Conduct routine inspections and process checks, respond to alarms, and troubleshoot abnormal operating conditions.
- Collect and document operational and regulatory water samples at the treatment plant and throughout the distribution system, including routine field tests such as turbidity, chlorine residual, pH, and temperature.
- Carry out duties in accordance with applicable legislation, permits, procedures, and District policies.

#### Wastewater Operations

- Conduct routine inspections and operational checks of wastewater collection and treatment infrastructure.
- Carry out wastewater sampling and monitoring in accordance with Municipal Wastewater Regulation requirements.
- Assist with the operation and maintenance of wastewater collection and treatment infrastructure in accordance with applicable regulations and procedures.
- Support troubleshooting and corrective actions during abnormal or emergency conditions.

### **General Municipal Operations Support**

- Assist with general Public Works operations and seasonal service delivery across municipal facilities, grounds, parks, roads, and equipment.
- Perform winter maintenance duties, including snow clearing, sanding, and related activities.
- Perform summer and seasonal maintenance duties, including mowing, dust suppression, and related operational activities.
- Perform routine inspections and basic maintenance of municipal buildings, grounds, parks, and equipment.
- Assist with pool maintenance and related operational tasks, as required.
- Support other departmental operations during peak periods, staff absences, emergencies, or as needed to maintain continuity of municipal services.

*All duties listed above are intended only as an illustration of the various types of work to be performed; the omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

### **REQUIRED QUALIFICATIONS**

- Completion of Grade 12 or equivalent
- EOCP Level 1 Certification in Water Treatment, Water Distribution, Wastewater Treatment or Wastewater Collection.
- Experience working in municipal water or wastewater operations.
- Valid BC Class 5 Driver's License
- Basic First Aid

### **SKILLS & ABILITIES**

- Mechanical aptitude and ability to troubleshoot treatment process issues.
- Ability to meet regulatory requirements for water and wastewater sampling, monitoring, and reporting.
- Ability to prepare accurate records, logs, and technical documentation.
- Strong attention to detail and commitment to safe and compliant operations.
- Ability to work independently and collaboratively within a small operations team.
- Effective communication skills and ability to interact professionally with coworkers, contractors, regulators, and the public.
- Ability to perform physically demanding work and respond to operational emergencies.

### **WORKING CONDITIONS**

- Indoor/outdoor work in varying weather conditions.
- Exposure to chemicals typical of water/wastewater treatment and swimming pool facilities.
- Participation in a rotating on-call schedule may be required.
- This is a position in the BC General Employees Union.