



The Corporation of the Village of Salmo
Level II Utility Operator & Civic Works Equipment Operator (L2)
Job Description

The Village of Salmo Civic Works Department operates a Level II Waste Water Treatment Facility and Level I Waste Water Collection System and a well-based Level 1 Water Distribution System. In addition they improve and maintain the village's municipal infrastructure, including roads, sidewalks, parks, dike and other facilities, and provide winter snow removal to the village.

The waste water treatment system uses an activated sludge process in a Level II Facility. The facility consists of primary screening at the headworks, two parallel oxidation ditches, two clarifiers, sludge dewatering, and treated effluent disposal to 5 rapid infiltration basins. The facility is currently undergoing a significant equipment upgrading program with CWWF funding from the Federal Government and the Province of BC. Treatment flows are typically on the order of 500 cubic metres per day.

An incumbent of this class works under the supervision of the Civic Works Foreman. The Level II Utility Operator & Civic Works Equipment Operator (L2) position is responsible for daily management and operations of the waste water treatment facility and collection system, including the technical and manual support associated with operations, and assists with the operation of the water distribution system. The L2 is expected to maintain accurate and up-to-date maintenance records. The L2 is also responsible for training and mentoring other Civic Works staff on waste water management and will be expected to cross-train in water distribution and collection.

In addition, working closely with the Foreman, the Administrative Assistant and outside contractors as necessary, the L2 is responsible for planning, design, environmental permitting, installation, operations, maintenance, commissioning, and renovations of the Village waste water and sewer utility and other infrastructure systems. The work involves some complexity and variety in the performance of skilled and semi-skilled tasks relating to water production, waste water treatment, pumping, distribution systems and appurtenances, SCADA instrumentation, cross connection as well as sanitary sewer laterals, and the lift station. As an equipment operator the L2 operates heavy equipment year-round including the John Deere 444 loader/snow plow, excavator, grader and dump truck and other miscellaneous equipment.

Duties are split approximately 60/40 between system operations and civic works projects. All duties are performed in accordance with legislation, good engineering practices and departmental policy, but also require independence of judgement and resolution of technical challenges in day-to-day activities.

Instructions are received orally and in writing. The incumbent is expected to carry a village-supplied cell phone, respond to afterhours SCADA trouble calls and emergency snow removal requests necessary, and be available for back up to other operations needing assistance on call outs. There is a regular on-call schedule for the civic works team.

PRIMARY DUTIES AND RESPONSIBILITIES

The L2 works as part of an integrated team, while having overall responsibility for operation of the waste water treatment facility and collection system, working closely together to perform all village-related activities indoors and out, in all types of weather during all seasons and cover each other's duties as required. An L2:

- Performs a variety of tasks of a skilled and semi-skilled nature related to design, construction, operation and maintenance of wastewater and waterworks facilities, water pumping stations, water wells, intake structures, reservoirs, and meter installations, as well as sewer collection pipelines, manholes, lift stations and related facilities.
- Read and interpret piping and instrumentation drawings, lab and flow results, gauges, recording devices and general plant instrumentation;
- Determine the equipment, tools, manpower and materials required to complete assigned projects;
- Interact professionally and respectfully with vendors, contractors, residents, visitors and coworkers;
- Exercise discretion and judgment in decisions related to operational duties;
- Establish and maintain effective and productive work relationships with associates and across the leadership and employee teams ;
- Use hand and power tools;
- Implements the cross connection control program and tests backflow prevention devices.
- Documents and reports on health authority requirements, identifies new legislative and regulatory requirements.
- Performs detailed plan checking of water and sewer construction plans and technical specifications.
- Calibrate and maintain instrumentation devices.
- Supports development implementation of preventative maintenance programs.
- Assists in identifying existing and future easements for utility facilities.
- Maintains accurate and up-to-date maintenance records ensuring regulatory compliance and updates and maintains maps, logs, and operations and maintenance manuals.
- Researches new equipment, products, and materials related to the utility industry.
- Responds independently or as directed, to inquiries and complaints from the public, contractors, consultants and other government agencies.
- Develops, modifies, and implements trending and programmatic changes to the SCADA system.
- Answers emergency calls for system failures, reported through the SCADA system.
- May be required to assist other workers in sewer and waterworks facility installations and on operational repair tasks.
- Performs civic works related activities including snow removal, roads, sidewalks and parks maintenance as required.
- Identifies capital upgrades of water and sewer utilities collaboratively with the Civic Works Foreman and Chief Administrative Officer.
- Performs related and other work when required.

JOB QUALIFICATIONS

Education/Experience

Mandatory

- Completion of Grade 12, including English and mathematics.
- Minimum of 5 years of related experience, preferably with a municipal public works department or water utility district.

Qualifications include:

Mandatory

- Valid EOCP Wastewater Treatment Level II (or Level I with the experience and ability to reach Level II within one year) or inter-provincial equivalent.
- BCWWA-Certified Backflow Assembly Tester.
- Minimum 4 years of experience in a water and wastewater utility, or any equivalent combination of education and experience, preferably in a municipal environment.
- Familiarity with Microsoft Windows programs including Excel and Word, data bases and SCADA Control Systems.
- Possession of a valid Class 5 BC Drivers Licence and a clear driving record.

Preferred

- Post-secondary diploma, Water & Waste Water Technician
- Valid EOCP Wastewater Collection Level I (or enrollment)
- Valid EOCP Water Distribution Level I (or enrollment)
- Experience in systems programming and its application to utilities installations, operations and maintenance would be an asset.
- Air-brakes certification

SKILLS/ABILITIES

- A mechanical aptitude with the ability to perform a variety of skilled and semi-skilled manual, mechanical, electronic and technical tasks related to the work using considerable independence of judgement.
- Strong communication skills – both oral and written.
- A willingness to learn and undertake further training/certification and to train and mentor others.
- Demonstrable ability to understand and effectively carry out oral and written instructions with minimal supervision.
- Demonstrable thorough knowledge of principles, methods, materials and equipment used in sewer utilities.
- Demonstrable knowledge of the rules, regulations and policies applicable to the position including environmental protection and water quality acts, policies, guidelines and regulations.

- Demonstrable ability to establish effective working relationships with staff, contractors and the public, providing information, assistance, advice and direction as required.
- Demonstrable ability to remain calm and polite with co-workers and the general public, sometimes in trying situations.
- Demonstrable ability to keep records, maintain logs and prepare drawings, sketches and maps.
- Knowledge and ability to administer operations and maintenance-oriented contracts associated with water, sewer, drainage and other utility services.
- Knowledge of budgeting and cost estimating would be an asset.

PHYSICAL CONDITIONS OF THE JOB

This job requires heavy lifting and manual dexterity. Work is undertaken both indoors and out in all seasons and all weather conditions. Work may take place in confined and/or limited spaces. The digging and filling of holes, laying pipe, cleaning pipes and systems, and a variety of other civic works and utility-related activities are a daily requirement. The incumbent must be able to perform the cognitive and physical demands of the position (e.g. manual dexterity, good vision, ability to work in awkward or small spaces and a variety of environmental conditions and to push, pull and lift items of up to 50 lbs.) in accordance with WorkSafe BC regulations and guidelines.

The above statement is a general description of the principal functions of this job and is not a detailed description of all job duties.

August 2018