

Job Opportunity – Cowichan Bay Waterworks District
Operator in Training or Level 1 [permanent part time]



Located in the beautiful Cowichan Valley, Cowichan Bay Waterworks District is an Improvement District incorporated under the “Water Act, 1939” and is governed by a 1946 Letters Patent, the *Local Government Act* and *Community Charter*. The District is committed to providing clean, safe water for 3000 residents.

If you are a water operations expert, or you wish to train to become a water operations expert, with a keen eye for detail, a solution oriented approach, and are looking for a lifestyle change, this permanent part time position will be for you. Cowichan Bay is located in the Cowichan Valley between Victoria and Nanaimo on southern Vancouver Island. The area abounds with outdoor recreation opportunities and is an official VQA wine producing region with cultural pursuits including live theatre, art galleries and museums.

Working as part of a small team, the Operator in Training or Water Operator works with the Chief Water Operator to ensure the production and delivery of safe drinking water. The District serves approximately 3000 residents and has approximately 1100 connections. The office is in the heart of the village community, overlooking the bay towards Mt. Tzouhaleum and Salt Spring Island. The community of Cowichan Bay is an agricultural area with a boat and kayak launch in the bay, kilometres of walking trails, delicious restaurants, a one of a kind bakery, boutique retail stores, unique float homes and the Cowichan Bay Maritime Centre; a community museum operated by the Cowichan Wooden Boat Society.

Please see the website for the job description. Salary is between \$30 and \$35 per hour, commensurate with experience in a municipal environment and EOCP level. Office hours are between 9 am and 4 pm Tuesday, Wednesday and Thursday of each work. The position works 20 - 40 hours per week, Monday through Friday and shares coverage, vacation coverage and on-call rotation. The District provides a comprehensive benefit package and an RRSP plan.

If you have any questions about the position, the organization, the community or region, call or email Cheryl Wirsz, RPP, MCIP, RI, District Administrator or Scott McCartney, Chief Water Operator [scott@cowichanbaywater.com].

Please submit your cover letter and resume to the District Administrator via email, by hand, or by post by 4 pm, Monday, November 20, 2023 to:

Cheryl Wirsz, RPP, MCIP, RI
District Administrator
Cowichan Bay Waterworks District
1760 Pavenham Road
Cowichan Bay BC V0R 1N1
250 748 1687
c.wirsz@cowichanbaywater.com
www.cowichanbaywater.com

Review the Master Plan, Source Water Protection Plan, Action Plan, policies, bylaws, water test results, Service Area map, Recent News, Alerts, Newsletters, and water production data at www.cowichanbaywater.com.

Water Operator Roles and Responsibility Matrix

Overall responsibility for the safe, effective and efficient management, performance, operation, maintenance and repair for all aspects of the Cowichan Bay Waterworks District Class 3 Water Distribution System to deliver safe, clean, potable drinking water to the residents of Cowichan Bay.

<ul style="list-style-type: none"> Provision of safe drinking water for 3000 residents Customer Service Efficient and effective operations Preventative and corrective maintenance and repairs Emergency response Operates, monitors, maintains and repairs the water distribution facilities including wells, pumping stations, reservoirs, transmission lines, valve and meter chambers, manholes, flow meters, flow control devices, pressure reducing valves, treatment equipment and emergency generators. Regular inspections, troubleshoots and rectifies any operations issues Maintain operating records Reporting – monthly, annually for the Trustees and Island Health Monitors SCADA Disinfects and de-chlorinates new or repaired water mains and facilities Implements Master Plan and Source Water Protection Plan Planning recommendations regarding budgetary, operational and capital needs 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Meter Reader</th> </tr> <tr> <td> <ul style="list-style-type: none"> Responsible for the Quarterly meter read Conducts the quarterly meter read based upon the walk sheets Downloads the meter reads Reports on issues that arise during the meter read <ul style="list-style-type: none"> non – maintained meter boxes, incomplete / failed reads broken meter boxes </td> </tr> <tr> <td style="text-align: center;"> <p><i>It is a condition of employment that all employees sign and comply with an Oath of Employment, District Values and Standards of Conduct.</i></p> </td> </tr> </table>	Meter Reader	<ul style="list-style-type: none"> Responsible for the Quarterly meter read Conducts the quarterly meter read based upon the walk sheets Downloads the meter reads Reports on issues that arise during the meter read <ul style="list-style-type: none"> non – maintained meter boxes, incomplete / failed reads broken meter boxes 	<p><i>It is a condition of employment that all employees sign and comply with an Oath of Employment, District Values and Standards of Conduct.</i></p>
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Chief Water Operator [Level 3]	Operator in Training / Level 1
<ul style="list-style-type: none"> Responsible for system oversight Ensures compliance with <i>Drinking Water Act</i> Leadership Oversees Level 1 [Water Operations Technician/OIT] Trains and mentors OIT/Level 1 Determines operating requirements Health and Safety at remote work sites Budget monitoring 	<ul style="list-style-type: none"> Responsible for day to day operations and maintenance and repairs Operates, monitors, maintains and repairs the water distribution facilities including sites, wells, pumping stations, reservoirs, transmission lines, valve and meter chambers, manholes, flow meters, flow control devices, pressure reducing valves, treatment equipment and emergency generators. Carries out regular inspections to ensure efficient operation and safety of facilities Inspects, troubleshoots and rectifies operational problems. Performs general repairs, housekeeping, painting, site and yard maintenance, weedeating, mowing, debris and windfall removal, brush cutting etc. Meter reading

DAILY	WEEKLY	MONTHLY	SEMI ANNUAL	ANNUAL	BI ANNUAL
<ul style="list-style-type: none"> Rounds Chlorine residuals PRV/ Station/ Fire hydrant weedwacking [rotation] H-Vac Air exchange maintenance Work Orders BC One Call O & M 	<ul style="list-style-type: none"> Water samples – Island Health Operations Maintenance Fire pump test Garbage removal 	<ul style="list-style-type: none"> Stand pipe flushing – specific locations Control Valve inspections Monthly Operations Report Water consumption records Distribution map updates 	<ul style="list-style-type: none"> Standpipe flushing – specific locations Truck oil change 	<ul style="list-style-type: none"> Water Main flushing Valve maintenance – PRV's, Altitude, Isolation Control Valve maintenance Annual full spectrum water testing Reservoir Maintenance Truck insurance Meter inspections 	<ul style="list-style-type: none"> VV Analyzer Maintenance Isolation valve maintenance Hydrant maintenance Meter battery review Flow testing <p style="text-align: center;">AS NEEDED</p> <ul style="list-style-type: none"> Capital projects Emergency repairs Water restriction signage
			<p style="text-align: center;">QUARTERLY</p> <ul style="list-style-type: none"> Meter reads Faulty meter maintenance 		