

Job Description

Water Operator – Operator in Training or Water Distribution Level 1

Cowichan Bay Waterworks District

Job Summary:

Reporting to the Chief Water Operator, the Water Operator or Operator in Training assists the Chief Water Operator, as assigned, with the delivery of clean, potable and safe drinking water to the residents of Cowichan Bay. The Water Operator or Operator in Training is physically fit, has great work ethic, communication skills, and can work independently, within a team and will share with on-call duties and vacation coverage.

Position Status: Permanent Part Time [20 to 40 hours per week]

The role:

- Carries out rounds, inspections, monitors SCADA, conducts facility landscaping and yard and building maintenance
- Implements Master Plan, Action Plan and Source Water Protection Plan as assigned.
- Performs operations, maintenance and repairs to the water distribution system as assigned.
- Performs general repairs, housekeeping, painting, site and yard maintenance, weedeating, mowing, debris and windfall removal, brush cutting *etc.*
- Operates power tools, compactors, chain saws and jackhammers, *etc.* to fulfill the needs of the position.
- Construction duties such as, but not limited to pipeline leak repairs, capital upgrades, the raising and rebuilding of manholes, meter box installation and maintenance and valve castings.
- Ensures all work is carried out and adheres to and is in compliance with all District and Worksafe BC Safety policies/procedures/regulations.
- Water meter readings on a quarterly basis as assigned.
- Provides and maintains professional and courteous customer service regarding customer enquiries.
- Maintains operating and maintenance records and work orders, submits work progress, time reporting, operations and investigative reports as required.
- Standby and availability for vacation coverage, emergency call outs coverage is mandatory, as well as being available for scheduled and unscheduled on-call work.

Job Requirements:

- Demonstrated initiative and proven ability to work cooperatively and effectively within a team.
- Demonstrated initiative and proven ability to work with minimal supervision.
- Superior customer service skills and relationship building skills to maintain strong relationships with internal and external stakeholders, including the ability to communicate effectively, both verbally and in writing, and to deal courteously, tactfully and diplomatically with the public.
- Willingness and ability to undertake additional training related to the duties of the position and to maintain EOCP membership.
- Conduct water quality sampling as required.
- Required to be on standby and available to respond to emergency maintenance and repair work with the ability to report, in person, to the Cowichan Bay Waterworks District within a timeframe no greater than thirty [30] minutes from receipt of the call-in when on call.
- Physically capable of performing the duties of the position, including Chlorine treatment.
- Willing and able to work alone and in all types of weather and occasionally work in/on confined spaces.
- Organizes workload as assigned, sets priorities and works with minimum supervision.
- Other related duties as required.
- EOCP Operator in Training or Water Distribution Level 1 or ability to work towards Operator in Training
- Valid Level 5 BC driver's license.
- Provision of a Drivers Abstract from ICBC [must have a low number driver factor]
- Pass and maintain a Criminal Record clearance.
- Occupational First Aid Level 1