



REGIONAL DISTRICT OF EAST KOOTENAY JOB DESCRIPTION

JOB TITLE Operator 1

JOB FUNCTION

Under the supervision of the Utilities Superintendent, the Operator 1 performs work primarily related to the water, sewer and wastewater systems.

KEY DUTIES

Operates and maintains all utility systems by conducting water and wastewater sampling; assisting with undertaking repairs; analyzing and monitoring of a daily, weekly, monthly, and annual maintenance check system; reporting malfunctions, repairs and water loss to the Supervisor; responding to utility operation inquiries from the public; checking and recording all utility connections; and ensuring work on utility systems are completed in a safe manner. 75%

Acts as utility coordinator for contractors undertaking utility system maintenance and repairs by ensuring all required permits are obtained. 5%

Performs other related duties which include on-call shifts and rotations; may be required to train new operators and casual employees; may be required to participate in emergency operations activities involving irregular hours and conditions. 20%

KEY SKILLS AND ABILITIES

- Adhere to prescribed routine, but be flexible to adjusting priorities dictated by changes in field conditions.
- Computer literate with knowledge in Microsoft Office Suite and SCADA Systems.
- On call as required and live within ½ hour travel to place of work
- Engage with fellow employees, the public and outside agencies.
- Establish and maintain effective working relationships.
- Knowledge of the operation and maintenance of water and wastewater systems.
- Maintain composure and find solutions when dealing with difficult customers.
- Organize work schedules to meet deadlines and priorities.
- Work and operate equipment safely.

QUALIFICATIONS

Education, Training and Occupational Certifications:

- Two year Water Wastewater Technology Diploma.
- EOCP Level I Water Treatment and Water Distribution Certificates.
- EOCP Level I Wastewater Collection and Wastewater Treatment Certificates.
- Chlorine Handling Certificate.
- Confined space entry training.
- Maintains continuing education units for all certificates.
- BC Driver's Licence.

EXPERIENCE

- One year experience maintaining a Class 1 water and wastewater system.