



JOB DESCRIPTION

Date Prepared: October 29, 2020
Supersedes: Utility Operator I, August 29, 2010
Job Title: Utility Operator I
Reports To: Department: Integrated Growth and Infrastructure

Position Summary

Assist in the installation, maintenance and repair of utilities including sanitary sewers, drainage culverts and ditches, water and sewage treatment, water distribution systems.

Key Job Duties

Program Development and Implimentation

- Storm sewer and drainage repair, installation & maintenance
- Sanitary sewer waste water collection systems, repair, installation and maintenance
- Water distribution system, repair, installation and maintenance
- Inventory of sewer and water supplies

Operations – Administration/Working Function

- Assist in the installation, inspection, maintenance and repair of waste water collection system: valves, water mains, wells, and services including replacement of well pumps and water supply pipe
- Assist in the installation, inspection, maintenance, and repair of waste water collection systems: manholes, clearing sewer blockages in sewer main lines and services to residential and commercial property lines
- Assist in the installation, inspection, maintenance and repair od storm and drainage system: catch basins, lead to storm mains, services and mainlines, culverts and ditching
- Operate backhoe in digging holes and ditches; operate loader and dump trucks for snow removal; water trucks for dust control; conduct pre-trip inspections
- Inventory and order of sewer and water supplies

Customer Service/Communications

- Provide high levels of customer service and a variety of direction, problem solving and information to tourists, tax payers regarding utilities and snow removal.

Risk Management/Health and Safety

- Practice effective risk management, health and safety practices and procedures observing and reporting work site hazards
- Use due diligence to provide safe potable water to residents
- Protect infrastructure by way of maintenance and repair sewer, water and storm system
- Protect public health by ensuring sanitary storm sewer systems are maintained a d functioning.

Leadership and Supervisory

- Participate as a team member ensuring high performance and service in the Works and Operations area.

Financial

N/A

Qualifications:

- Education:
 - High School Graduation
- Certification:
 - Water Distribution Level I, Wastewater Collection Level I (EOCP), BC Driver's License Class 3 with air
- Safety Certification and Other Licenses:
 - Occupational First Aid Level 1, WHIMIS
- Desirable Certification and Training:
 - Shoring, chlorine handling
- Experience:
 - 1 year in operation, maintenance and installation of municipal services or an equivalent of education, training and experience

Skills:

- Develop and maintain effective workplace relationships
- Demonstrate Tact and Diplomacy
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisos:

- Maintain professional and technical requirements for the position
- May be required to perform additional duties as assigned by supervisor

SIGNATURE:



Alan L. Harris
Chief Administrative Officer

JOB DESCRIPTION

Date Prepared: October 29, 2020
Supersedes: Utilities II, April 2001
Job Title: Utility Operator II
Reports To: Department: Integrated Growth and Infrastructure

Position Summary

Assist in the installation, maintenance and repair of utilities including sanitary sewers, drainage culverts and ditches, water and sewage treatment, water distribution systems.

Key Job Duties:

Program Development and Implementation

- Storm sewer and drainage repair, installation & maintenance
- Sanitary sewer waste water collection systems, repair, installation and maintenance
- Water distribution system, repair, installation and maintenance
- Inventory of sewer and water supplies

Operations – Administration/Working Function

- Assist in the installation, inspection, maintenance and repair of waste water collection system: valves, water mains, wells, and services including replacement of well pumps and water supply pipe
- Assist in the installation, inspection, maintenance, and repair of waste water collection systems: manholes, clearing sewer blockages in sewer main lines and services to residential and commercial property lines
- Assist in the installation, inspection, maintenance and repair of storm and drainage system: catch basins, lead to storm mains, services and mainlines, culverts and ditching
- Operate backhoe in digging holes and ditches; operate loader and dump trucks for snow removal; water trucks for dust control; conduct pre-trip inspections
- Inventory and order of sewer and water supplies

Customer Service/Communications

- Provide high levels of customer service and a variety of direction, problem solving and information to tourists, tax payers regarding utilities and snow removal.

Risk Management/Health and Safety

- Practice effective risk management, health and safety practices and procedures observing and reporting work site hazards
- Use due diligence to provide safe potable water to residents
- Protect infrastructure by way of maintenance and repair sewer, water and storm system
- Protect public health by ensuring sanitary storm sewer systems are maintained and functioning.

Leadership and Supervisory

- Participate as a team member ensuring high performance and service in the Works and Operations area.

Financial

N/A

Qualifications:

- Education:
 - High School Graduation
- Certification:
 - Water Distribution Level I or II, Wastewater Collection Level I (EOCP), BC Driver's License Class 3 with air
- Safety Certification and Other Licenses:
 - Occupational First Aid Level 1, WHIMIS
- Desirable Certification and Training:
 - Shoring, chlorine handling
- Experience:
 - 3 years in operation, maintenance and installation of municipal services or an equivalent of education, training and experience

Skills:

- Develop and maintain effective workplace relationships
- Demonstrate Tact and Diplomacy
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisos:

- Maintain professional and technical requirements for the position
- May be required to perform additional duties as assigned by supervisor

SIGNATURE:



Alan L. Harris
Chief Administrative Officer



JOB DESCRIPTION

Date Prepared: October 29, 2020
Supersedes: Utilities III, September 2, 2010 Utility
Job Title: Operator III
Department: Operations

Position Summary

Participates in the installation, maintenance and repair of utilities including sanitary sewers, drainage culverts and ditches, water and sewage treatment, water distribution systems.

Key Job Duties:

Program Development and Implementation

- Provide guidance and participate in storm sewer and drainage repair, installation & maintenance
- Provide guidance and participate in sanitary sewer waste water collection systems, repair, installation and maintenance
- Provide guidance and participate in water distribution system, repair, installation and maintenance

Operations – Administration/Working Function

- Provide guidance and participate in the installation, inspection, maintenance and repair of waste water collection system: valves, water mains, wells, and services including replacement of well pumps and water supply pipe
- Provide guidance and participate in the installation, inspection, maintenance, and repair of waste water collection systems including manholes, clearing sewer blockages in sewer main lines and services to residential and commercial property lines
- Provide guidance and participate in the installation, inspection, maintenance and repair of storm and drainage systems including catch basins, lead to storm mains, services and mainlines, culverts and ditching
- Operate backhoe in digging holes and ditches; operate loader and dump trucks for snow removal; water trucks for dust control; conduct pre-trip inspections
- Inventory and order of sewer and water supplies

Customer Service/Communications

- Provide high levels of customer service and a variety of direction, problem solving and information to tourists, tax payers regarding utilities and snow removal.

Risk Management/Health and Safety

- Practice effective risk management, health and safety practices and procedures observing and reporting work site hazards
- Use due diligence to provide safe potable water to residents
- Protect infrastructure by way of maintenance and repair sewer, water and storm system
- Protect public health by ensuring sanitary storm sewer systems are maintained and functioning.

Leadership and Supervisory

- Participate as a team member ensuring high performance and service in the Works and Operations area.

Financial

N/A

Qualifications:

- Education:
 - High School Graduation
- Certification:
 - Water Distribution Level II, Wastewater Collection Level I (EOCP), BC Driver's License Class 3 with air
- Safety Certification and Other Licenses:
 - Occupational First Aid Level 1, WHIMIS
- Desirable Certification and Training:
 - Shoring, chlorine handling
- Experience:
 - 5 years in operation, maintenance and installation of municipal services or an equivalent of education, training and experience

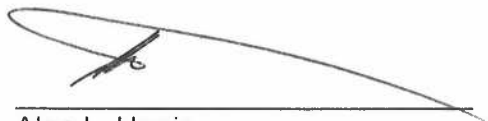
Skills:

- Develop and maintain effective workplace relationships
- Demonstrate Tact and Diplomacy
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisos:

- Maintain professional and technical requirements for the position
- May be required to perform additional duties as assigned by supervisor

SIGNATURE:



Alan L. Harris
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