



## JOB DESCRIPTION

**Date Prepared:** October 19, 2020  
**Job Title:** Utilities Supervisor  
**Supersedes:** Utility Operator IV  
**Reports to:** Manager, Infrastructure and Facilities

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### Position Summary:

Supervise and participate in the function of the Utilities Department.

### Key Job Duties:

#### **Program Development and Implementation**

- Check, plan, document, maintain and repair water and sanitary sewer pump systems
- Take water and wastewater samples to ensure that legislative requirements are met
- Monitor water systems for quality and quantity to meet the need of domestic and firefighting purposes
- Storm sewer and drainage repair, installation, and maintenance
- Sanitary sewer wastewater collection systems, repair, installation and maintenance
- Water distribution system, repair, installation and maintenance

#### **Operations – Administration/Working Function**

- Check chlorination unit, test chlorine usage, adjust and clean tanks, change flow and maintain and adjust recording equipment and perform chlorine residual tests
- Installation, inspection, maintenance and repair of water distribution system: valves, water mains, wells and services including replacement of well pumps and water supply pipe
- Installation, inspection, maintenance and repair of wastewater collection system: manholes, clearing sewer blockages in sewer main lines and services to residents and business property lines
- Installation, inspection, maintenance and repair of storm and drainage system: catch basins, leads to storm mains, services and mainlines, culverts and ditching
- Take water and wastewater samples; liaise with Ministry of Environment; provide wastewater sample results
- Respond to resident concerns, resolve emergency water issues, ensure agreement is reached with residents regarding responsibility and provide information and assistance in repair options; assist public with water quality problems
- Install, inspect and read commercial water meters
- Operate various valves and perform a variety of adjustments to regulate water flow for the Town from upland reservoirs; monitor reservoirs, wells and other potable water sources and recommend restrictions or lifting of restrictions

- Ensure that businesses and residents have proper backflow prevention, when necessary
- Perform carpentry work such as repairing broken doors and windows; electrical work such as changing electrical motors and hour meters
- Review pre-design reports, make recommendations for new water and wastewater systems
- Operate backhoe in digging holes and ditches; operate loader and dump trucks for snow removal; water trucks for dust control; conduct pre-trip inspections
- Initiate, review, and document BC One calls for worksite safety
- Ensure adequate traffic control of worksites
- Maintain and log daily, monthly, and annual records for each utility
- Inventory and order sewer and water supplies
- Approval of time records of utility workers

#### **Customer Services/Communications**

- Provide a variety of direction, problem solving and information to taxpayers regarding utilities
- Respond to emergencies and call outs
- Ensure communication to the Senior Management Team in the absence of the Manager, Infrastructure and Facilities

#### **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 of sewer, water and storm system
- Ensure safe and effective operation of equipment used in construction sites

#### **Leadership and Supervisory**

- Provide day to day supervision, coaching, mentoring, planning scheduling and coordination
- Ensure high performance and service
- Oversee water and wastewater distribution systems

#### **Financial**

- Purchase of materials and supplies per Town policy and budgets

#### **Qualifications:**

- Education:
  - High school graduation
- Certification:
  - Level II Water Distribution-EOCP, Level II Wastewater Collection, Level I Wastewater Treatment, Chlorine Handling, Valid BC Class 3 Drivers License
- Safety Certification and Other Licenses
  - WHIMIS, First Aid Level I

- Desirable Certification and Training:
  - Confined Space Entry, Supervisory and Leadership Skill
- Experience:
  - 5 years in water and wastewater systems, 2 years' experience at Utilities Level III or an equivalent combination of education, training and experience.

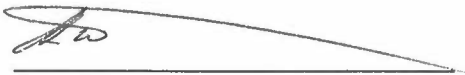
**Skills:**

- Develop and maintain effective workplace relationships.
- Plan and organize daily utilities work
- Make effective decisions.
- Skill, ability and 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 related duties as assigned by the Manager, Infrastructure and Facilities.

SIGNATURE:



Alan Harris  
Chief Administrative Officer