

Job Information

Job title	Utility Operator IV	Job Code: UTOP4	Pay Grade: M
Title of immediate supervisor	Supervisor- Public Works		
Department/Division	Engineering / Public Works		
Prepared by	N. Pallan		
Date Created	November 15, 2016	Revised date	
Dept Head Signature	Originally signed by Harley Machielse	Date	January 11, 2017

Job Purpose

Supervises and participates in the work of a crew carrying out installation, rehabilitation, repair, inspection and testing of Water, Wastewater, and Storm Water systems.

Duties and Responsibilities

- Plans, assigns, directs, and inspects the work of employees engaged in one or more of the following: water mains, sewer and drain or construction and maintenance.
- Performs any combination of tasks pertinent to installation and control of the operation of a water distribution or wastewater collection system.
- Ensures the safety of work crews and the public by enforcing all appropriate municipal and W.C.B. safety regulations.
- Conducts daily construction and site safety meetings.
- Inspects worksites regularly for efficient and safe work practices and procedures.
- Requisitions materials and equipment required for jobs undertaken.
- Participates in pre-planning sessions for projects.
- Assists with preparation of cost estimates for planned and future work and projects.
- Responds to and investigates complaints from the public and takes corrective action.
- Trains and instructs others in the proper, safe methods of work.
- Prepares employee performance appraisals for supervisor's review.
- Records and maintains a variety of data and information to track operations, and prepares reports, using paper and electronic formats.
- Makes recommendations on technical matters with supervisor and operators to optimize treatment efficiency to meet all water or wastewater regulatory standards.
- Responds to emergency calls for service.
- Performs other related duties as required.

Storm and Wastewater

- Works in and around creeks/waterways, and understands environmental protocols and best management practices.

Waterworks

- Works on the potable water system understands and follows best management practices to maintain water quality.

Qualifications

- Grade 12 or equivalent.
- EOCP Level II Certification for Wastewater Collection or Water Distribution.
- Four years of pipefitting experience in water or wastewater systems including experience in project management and two years of experience in a supervisory capacity directly related to maintenance

and/or construction work, specific to the Water or Wastewater Section.

- Supervisory skills training.
- Proficiency in field based GIS software.
- Spill Response Training as required.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence.
- Completion of technical training/courses related to water, wastewater and system maintenance and construction, estimating and project management.

Physical Requirements

Sufficient health, physical conditioning, strength, stamina and coordination to permit performance of work.

Working Conditions

Works outside in all types of weather.