



JOB DESCRIPTION

TITLE: WASTEWATER/DRAINAGE OPERATOR

DEPARTMENT: Engineering & Public Works

LEVEL: 9

Position Last Evaluated: Dec 2014

Job Desc. Last Updated: Oct 2015

JOB SUMMARY

Under the direction of the applicable supervisor, the incumbent is responsible for the day-to-day and emergency operation, maintenance, and construction of sanitary and storm sewer collection systems. Key accountabilities are to perform work functions that ensure compliance to established policies and procedures, OH&S, WSBC, and MOE regulations and requirements. Provide for safe, efficient, and reliable collection and transportation of wastewater in the sanitary and storm sewer systems, and proficient customer service.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Installs, maintains, and repairs sanitary sewer systems and storm water collection systems and related appurtenances.
2. Responds to emergency and non-emergency situations and takes the appropriate corrective actions.
3. Conducts tests and inspects for system integrity as required, and operates any of the tools/materials and equipment necessary to complete assigned tasks.
4. Reads site engineering plans, adjusts work to meet site conditions, refers unusual situations for direction, records/collects information, and maintains concise records such as operational information and as-built details.
5. Conducts asset condition assessment and inventories and completes work orders.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

6. Works in confined spaces which may involve the use of air quality testing equipment to ensure safe environment and if required self-contained breathing apparatus in compliance with SWP's, OH&S, and WSBC regulations and requirements.
7. Answers questions from homeowners and general public regarding work being performed, and communicates with the public with tact and discretion.
8. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of sanitary and storm sewer Collections Systems.

Knowledge of City of Nanaimo Engineering Standards and Specifications.

Ability to operate a variety of construction equipment.

Ability to plan, prioritize, and organize work sites.

Ability to comprehend and carry out oral or written instructions.

Ability to maintain accurate and legible records.

Must be able to work in confined spaces.

Ability to work unsupervised and co-operate with colleagues as a team, to understand and follow instructions.

Knowledge of Microsoft Office and Municipal computer programs (such as Hub Map).

Ability to communicate with courtesy and tact in order to obtain and/or distribute routine data or information to internal and external customers. This may involve the ability to probe for information and clarification.

Work involves lifting of heavy and/or awkward objects and/or maneuvering of heavy equipment, and/or climbing structures. Core work activities typically require a high level of activity.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

A valid and in good standing EOC Level II Certificate (Wastewater Collection) or equivalent Provincial Certification with a Provincial Sharing Certification Reciprocity.

MINIMUM TRAINING AND EXPERIENCE REQUIRED cont.

A minimum 3 years' experience working in municipal utility installation and maintenance.

Possession of a valid BC Class 3 Driver's Licence with Air Endorsement.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.