



JOB DESCRIPTION

TITLE: WATER/WASTEWATER SYSTEMS OPERATOR-IN-TRAINING

DEPARTMENT: Public Works

LEVEL: 4

Position Last Evaluated: Dec 2014

Job Desc. Last Updated: Mar 2015

JOB SUMMARY

The Water/Wastewater Systems Operator-In-Training will be assigned duties within Public Works, for the most part, to the discipline in which he/she has received certification e.g. Water Distribution, Water Supply/Water Distribution, or Wastewater Collection. Under the direction of the applicable supervisor, the incumbent will develop the skills to carry out the installation, operation, and maintenance of Water Systems, Sanitary Sewer Systems, Storm Water Collection Systems, and all related appurtenances.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Installs, maintains, and repairs Water Systems, Sanitary Sewer Systems, Storm Water Collection Systems, and related appurtenances.
2. Maintains concise records such as operational information, as-built details, and cost accounting, and assists in the preparation of estimates for budgeting purposes, staffing requirements, etc.
3. Performs sampling, testing, and inspections as required, and operates any of the tools necessary to satisfactorily complete assigned tasks.
4. Learns the duties of the Water and Wastewater Operator II.
5. Operates and maintains equipment as required for maintenance and operational needs of municipal underground infrastructure.
6. Perform other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of Water Distribution Systems/Water Treatment Systems/Wastewater Collections Systems.

Working knowledge of City of Nanaimo Engineering Standards and Specifications.

Working knowledge of WorkSafeBC and City of Nanaimo's Safework Procedures.

Ability to comprehend and carry out oral or written instructions.

Ability to communicate with courtesy and tact when dealing with fellow employees, outside agencies, and the general public.

Ability to maintain accurate and legible records.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Valid and in good standing EOCP Operator in Training certification (Water Distribution or Wastewater Collection) or equivalent provincial certification with a provincial sharing certification reciprocity.

Minimum 3 months' experience in the construction and maintenance of water and wastewater infrastructure within a municipal system.

Possession of a valid Class 3 BC 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.