



JOB DESCRIPTION

TITLE: WATER OPERATOR

DEPARTMENT: 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 and maintenance of water systems, and construction and installation of water 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 VIH regulations and requirements. Provide for safe, efficient, and reliable water distribution and supply systems, and deliver proficient customer service.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Maintains and repairs water systems and related appurtenances.
2. Installs and constructs water, storm, and sanitary sewer systems and services as required.
3. Performs system disinfection procedures, samples pipe contents, conducts tests and inspects for system integrity as required, and operates any of the tools/materials necessary to satisfactorily complete assigned tasks.
4. Responds to emergency and non-emergency situations and takes the appropriate corrective actions.
5. 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.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

6. As required, inspects infrastructure for failures, assesses situation, and completes work orders.
7. 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 safework procedures, OH&S, and WSBC regulations and requirements.
8. Answers questions from homeowners and general public regarding work being performed, and communicates with public with tact and discretion.
9. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of Water Distribution.

Knowledge of City of Nanaimo Engineering Standards and Specifications applicable to the job.

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.

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 may involve 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

Completion of Grade 12 or equivalent and EOCP Level II Certificate (Water Distribution) or equivalent Provincial Certification with a Province Sharing Certification Reciprocity.

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 and Safety (OHS) 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.