



VILLAGE OF FRASER LAKE

Water Plant Operator/ Maintenance

Department:

Public Works Department

Organizational Relationship:

This position reports to the Director of Public Works

Nature and Scope of Work:

The is a full-time position. Although, a primary responsibility of this position is the safe and effective management of the Community Water Plant, this employee will be expected to participate in a wide range of maintenance, repair, construction and capital improvement activities across all lines of municipal service. These activities will include but are not limited to Water Plant Operation, equipment operation, general maintenance and repair of Village streets, sidewalks, parks, green spaces, buildings and both potable and sanitary water treatment systems.

As a member of the Public Works team, the employee will be expected to work in a team environment. This will include working independently and with co workers. As a Public Works employee, you will also interact with members of the public. Taking steps to maintain positive relationships with our community is an expectation. You are expected to be an effective listener. Our employees are authorized to provide basic information when requested. Public concerns that cannot be easily resolved or may have larger implications are referred to the appropriate supervisor.

Employee and community safety are paramount. The employee is expected to maintain a safe working environment and to attend monthly safety meetings.

Required Education, Knowledge, Abilities an Skills:

- Minimum grade 12 education or equivalent
- Effective interpersonal and public relation skills
- Ability to communicate with co workers and the public to exchange information.
- Good written and verbal communications skills
- Valid Class 5 or higher British Columbia driver Licence.
- Hold a valid WHIMS certificate
- Working knowledge of Microsoft Windows Operating System for report writing
- Understanding of Health and Safety Regulations

Working Conditions:

- Generally, the Water Plant Operator/Maintenance employee will be scheduled for a 40-hour week, Monday to Friday between the hours of 07:30 am and 4:00 pm; with a half hour unpaid lunch.
- Pay is based on hours worked
- The Water Plant Operator must be willing to take periods of “on call” to monitor the Water Plant via a Village provided cell phone. The water plant is monitored on a 24-hour basis; after normal working hours and on weekends. An “On call” allowance is provided.
- An additional level of flexibility is required during periods of harsh or inclement weather. Public Works employees are often called to work before or after schedule shift and on weekends to clear streets after a snowfall or to address water issues during spring runoff or for other unforeseen developments such as fires or motor vehicle accidents or facility breakdown.
- From time to time, the employee will be expected to travel out of town and potentially over night to attend training or conferences.

Water Plant Operator Job Duties:

will include but are not limited to:

- Regulate and maintain the production of high quality potable water for the Village of Fraser Lake using analytical and flow monitoring equipment in compliance with current BC drinking water environmental guidelines and regulations
- Conduct sampling for laboratory chemical and bacteriological analysis
- Complete monthly water testing and send to BC Northern Health Authority as per their instructions
- Inspect operations and make necessary adjustments to equipment to meet or exceed Northern Health Potable Water requirements
- Log and evaluate readings from instruments such as flowmeters, pressure gauges and Jar Tests.
- Understand and analyze instrument readings and make necessary adjustments to equipment
- Troubleshoot distribution issues for pump systems
- Monitor and manage chemical supplies inventories. Order, receive and stock chemicals. Change out chemical Totes when required. Consistently demonstrate proper safety procedures for handling polymer and dangerous chemicals such as chlorine and coagulant
- Evaluate, maintain, and repair Water Plant equipment, tanks, valves, ultra violet reactors and lamps, facility components, supply lines sample lines and storage containers
- Maintain written operating logs
- Prepare written and electronic reports as required
- Monitor Supervisory Control and Data Acquisition (SCADA) equipment.
- Respond to complaints from the public and inquiries from supervisors and regulators.
- Submit weekly water consumption reports to Director of Public Works
- Submit annual Drinking Water Report to Northern Health Authority
- Monitor and record all media in filter media tanks and Granulated Active Carbon tanks monthly.
- Monitor and record Ultra Violet lamp usage
- Maintain a clean and safe working environment in the facility
- Maintain an adequate supply of parts for essential components for purposes of preventative maintenance and response to break downs.

- Demonstrate the safe operation of an electric lift truck
- Take steps to develop a thorough understanding of operational and by-pass valving for Water Treatment Plant and town distribution system
- Monitoring and maintenance of the water tank reservoir electrical panel information system located at Reservoir on Mouse Mountain
- Review, understand and comply with “Working Alone Policy”
- Perform routine maintenance and minor repairs
- Undertake paperwork, enter and analyze data for reporting
- Communicate on the phone and in meetings with supervisors, colleagues, government officials, and the public

WATER PLANT OPERATIONAL CERTIFICATION:

- All full-time employees, involved in the discipline of water/ wastewater treatment and /or water/wastewater distribution, are expected to attend courses through the BCWWA or affiliates.
- After the requisite number of facility on-site work hours, as mandated by BCWWA and EOCP standards, employees are expected to attend training and to write all applicable exams. Employees are expected to take all steps necessary, i.e. attending class, completing homework, requesting additional assistance if required to successfully achieve a passing grade of the related Provincial EOCP exam.
- Upon successful completion of the **BCWWA level 1,2 & 3** course and EOCP provincial certification, the employee’s Pay level and work record will be subject to review for possible progression.
- Successful completion of BCWWA training and EOCP exams are a basic condition of employment. Where the employee is unsuccessful in completing these requirements, an evaluation will be conducted into the circumstances around these challenges. This position requires EOCP certification.
- The Village of Fraser Lake Employee Training/Travel policy (Resolution:05-13-2015) addresses issues relating to completion of training.
- Travel and expenses for all courses the employee will attend will be taken care of according to Village of Fraser Lake Policy

Part Time Employees: BCWWA Level Certification

- Part time employees are exempt from the requirement; however, under special circumstances, the part time employee may be asked if they will obtain a Small Water Systems certificate within a specified length of time.
- Course material, exam, scheduled exam day travel and meal expenses are paid for by the Village of Fraser Lake. If a re write for the Provincial exam is necessary, the Village of Fraser Lake will provide the appropriate paid time off for exam date, exam rewrite cost for 1 exam and travel expenses, according to current Village Policy.

KNOWLEDGE SKILLS AND EXPERIENCE

- Hold a valid class 5 drivers licence
- Provide a copy of Grade 12 diploma or GED
- Hold a valid WHMIS certificate
- Understand basic Windows operating system
- Basic understanding of health and safety regulations and the ability to work safely at all times
- Demonstrate accuracy and ability to follow instructions
- Ability to productively exchange information with fellow employees verbally and/or in writing. Communicate with the public in a meaningful and constructive manner always; especially in adverse conditions.
- Understanding of work practices gained through training, demonstrated behavior or observation over a specified period.

Chief Administrative Officer: _____ DATE _____

Director of Public Works: _____ DATE _____

EMPLOYEE NAME: (print) _____

EMPLOYEE NAME:(sign) _____ DATE _____