
JOB DESCRIPTION - WATER TREATMENT AND DISTRIBUTION CHIEF OPERATOR

1. Nature and Scope of Work

This is a union position responsible for overseeing all aspects of the daily maintenance and operation of the water treatment facilities – a direct filtration and ultraviolet disinfection treatment plant with secondary chlorine disinfection and associated water supply and distribution components. The Chief Operator is responsible for maximizing the performance of the water treatment facilities, pumping stations, pressure reducing and control valves, reservoirs and related equipment as well as ensuring the minimization of all safety, health risks and environmental concerns.

The Chief Operator will assist with design and implementation of related capital projects [in consultation with the Manager of Utilities/City Engineer, consultants, contractors, etc.].

This position is required to participate in budget preparation, monitoring and control, and is expected to manage same within the established policy. This position is also responsible for the daily assignment of duties, work schedules and standby requirements, etc.

The Chief Operator is required to assume all normal managerial functions at the water treatment and distribution facilities.

3. Required Knowledge, Education, Ability and Skill

- High School Diploma, General Education Diploma, or equivalent.
- Certification through the Environmental Operators Certification Program (EOCP) at Water Treatment Level III and Water Distribution Level II.
- Must complete Level IV EOCP certification within six (6) months of achieving the minimum experience time.
- Four (4) years operating experience at a Class III or higher water treatment facility.
- Two (2) years of direct responsible charge (DRC) operation at a Class III or higher water treatment facility.
- Competency in computer operations, spreadsheets, system configurations, etc.
- Understanding of programming and calibration of instrumentation.
- Report writing and management skills.
- Mechanical/electrical aptitude with emphasis on pumps and electrical motors.
- Ability to work from oral or written instructions.
- Ability to develop and monitor preventative maintenance program.
- Valid BC Drivers Licence – Class 5.
- Considerable knowledge of direct filtration, ultraviolet, hydraulics, pump stations and chlorine disinfection processes.
- Knowledge of laboratory/analysis and testing.
- Necessary knowledge of water treatment plant processes, telemetry and process control.
- Knowledge of WorkSafe BC regulations and procedures.
- WHMIS training.

4. **Preferred Education, Training and Experience**

- Certification through the Environmental Operators Certification Program (EOCP) at Water Treatment Level IV and Water Distribution Level III.
- Diploma in Water and/or Wastewater Engineering Technology, or equivalent
- 3 to 5 years work experience in water distribution and pumping systems
- Chlorine Handling Certification.
- WHIMIS training.
- Level 1 first aid.
- BC Drivers Licence – Class 3 with Air Endorsement

5. **Duties of the Position [not all-inclusive]**


Without restricting the general nature and scope of the work, the following are illustrative examples of work that may be expected of the classification:

- Responsible for all water treatment related water quality issues, maintenance of accurate records and reporting requirements for Provincial and Federal regulations.
- Maintains water treatment and distribution facilities to established standards
- Develops and oversees related capital projects and monitors contractors work
- Contributes towards planning, design, budgeting/cost control and purveyance
- Coordinates manpower, facilities, and equipment
- Ensures compliance with WorkSafe BC safety regulations
- Responsible for plant operations, pump stations, PRV stations and reservoirs
- Evaluates plant operations and adjusts processes as needed
- Investigates complaints and liaises with the public on service disruptions
- Provides input on staffing, budgets, and recruitment
- Maintain Emergency Response Plans and procedures for related infrastructure
- Manages employee orientation, performance reviews, plant tours and training
- Engages with design engineers and prepares reports and presentations
- Maintain compliance with city performance standards and policies

6. **Other**

- Hours of work may vary (including regular week-end hours) and includes stand-by duties.
- Maintains good working relationship with Provincial and Federal Agencies, contractors and consultants.
- Excellence of human relations both internally and externally.

DATE: June 5/2025

MANAGER OF UTILITIES: 

DATE: June 5, 2025

MANAGER OF HUMAN RESOURCES: 