



Village of
Sayward

Village of Sayward Job Posting

Utility Operator – Full Time

The Village of Sayward is taking a new and deliberate approach to the operations of the Public Works department. Focused on **rebuilding** on a stronger foundation, the Village has created a new full-time Utility Operator position for the public works department. This position will remain open until it is filled.

POSITION SUMMARY

Under the general direction and guidance of the Public Works Supervisor, the Utility Operator is responsible for assisting with the efficient and effective operations and maintenance of the Village's assets. This includes but is not limited to being responsible directly or indirectly for water and sewer systems, including the operations of the water and sewer treatment and distribution facilities, road maintenance, hydrant maintenance, lawns and green spaces.

This full-time position will be expected to work 40 hours per week plus be available for the on-call rotation, and perform a series of tasks throughout the municipality.

Key Responsibilities:

- Installation, maintenance, operations, and repair of the Village's water distribution system, storm drainage system, and sanitary collection system including lift station.
- Responsible for specific maintenance items such as system flushing, hydrant maintenance, valve maintenance, valve exercising, and leak detection and repair.
- Maintaining the mechanical systems for effective operations of the Kelsey Centre including but not limited to the pool, hot tubs, and general building systems.
- Responsible for water quality testing, and sampling as outlined in the Village's Permit to operate as issued by Island Health.
- Support the development of annual reports by supplying the necessary information.
- Order, receive, and appropriately handle chemicals necessary to operate the water system.
- Operate, monitor, and troubleshoot the Village's Supervisory Control And Data Acquisition (SCADA) system in conjunction with internal and external support.

Sayward Village Office, 652 H'Kusam Way, PO Box 29, Sayward, BC, V0P 1R0
Phone: 250-282-5512 Fax: 250-282-5511 e-mail: village@saywardvalley.ca

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

- Plan, plant, and maintain flower beds, shrubbery, planters, and trees in Village parks, facilities, and streetscapes.
- Prune, fertilize, mulch, weed, water gardens and landscaped areas in accordance with seasonal needs and horticultural best practices.
- Identify and treat plant pests and diseases using appropriate pest management techniques.
- Operate and maintain a variety of landscaping equipment and tools (e.g., mowers, trimmers, blowers, chainsaw, and other hand tools).

THE IDEAL CANDIDATE WILL HAVE:

- Highschool diploma or equivalent required.
- Valid BC Driver's License (Class 5 or higher) along with a driving record that demonstrates acceptable driving behaviour, is required.
- EOCP Certification necessary to operate the water and wastewater facilities, i.e. Small Water Systems and Class 1 Wastewater Treatment Facility or sign a commitment to obtain certification as a condition of employment, is required.
- Minimum of 3 years experience in a similar role, preferably within a municipal public works department, is required.
- Basic First Aid (Formerly OFA Level 1), is required.
- Other certificates are required or signed a commitment to obtain as a condition of employment includes Chlorine Handling Certificate, WHMIS, and Confined Space Entry.
- Sound analytical thinking, exercise of professional judgement, planning, prioritization, and execution skills.

This role has access to confidential information and will require an acceptable RCMP screening and commitment to policy and procedures governing confidentiality and professional conduct as a condition of employment. Please see the attached job description that lists all the duties and necessary qualifications for this position.

HOW TO APPLY: Email, mail, or deliver in person your cover letter and resume to:

Chief Administrative Officer
Village of Sayward
PO Box 29, Sayward, B.C. V0P 1R0

Email: cao@saywardvalley.ca For emails, please include Subject Line: **"Full-Time Utility Operator"**

CLOSES: OPEN UNTIL FILLED – Apply ASAP – Candidates who do not possess all qualifications will be considered for on-the-job-training if a fit is deemed suitable.

All applicants will remain on a 12-month eligibility list for consideration. The Village of Sayward would like to thank all applicants for their interest. Only candidates selected for an interview will be contacted.

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