



VILLAGE OF SAYWARD
JOB DESCRIPTION
Utility Operator

Job Title	Utility Operator	Department	Public Works - Operations
Reports To	Public Works Supervisor	Job Classification	<input type="checkbox"/> Management <input checked="" type="checkbox"/> Non-Management
FTE %	.75 FTE - Permanent	Pay Band/Grid	\$28.00 to 33.00/hr
Benefits	<p>1. Health & Wellness</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Extended Health, Allied Medical Services, Prescription <input checked="" type="checkbox"/> Life Insurance <input checked="" type="checkbox"/> Accidental Death and Dismemberment <input checked="" type="checkbox"/> Dental <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Short-Term Disability <input checked="" type="checkbox"/> Long-Term Disability <p>2. Pension Plan</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Defined Benefit Pension Plan (MPP) <input type="checkbox"/> Defined Contribution Pension Plan (RRSP) <p>3. Training and Professional Development</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Support for Professional and Technical Certificate Renewal <input checked="" type="checkbox"/> Support for Tuition Reimbursement <p>4. Work Location</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Onsite <input type="checkbox"/> Remote <input type="checkbox"/> Hybrid (mix of on-site and remote) <p>* MPP participation is subject to the plan's eligibility requirements. *</p>		

SCOPE

The Utility Operator works as part of a team within the Village's Public Works Department in service to the community. 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. Additionally, the incumbent will provide responsive and preventative maintenance of building and associated systems.

The core job duties include:

- 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.
- Responsible for water meter reading, recording, and reporting.
- Responsible for the repair or replacement of defective water meters.
- Provide the necessary information to enable appropriate response to complaints from the public.
- Undertake detailed inflow and infiltration surveys on the sanitary collection system when required.
- Responsible for private water/wastewater turn on/off and service locates.
- Coordination of annual stormwater management pond, responding to urgent situations, and ditch maintenance.
- Operation of snow removal and winter maintenance equipment.
- Ability to provide overtime in the event of emergencies, weather events, or meet project limitations.
- Participate in rotational on-call as required.

Gardening

- 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).
- Complete safety inspection of all equipment, ensure safe use of equipment and materials; report any hazards, damages, or equipment malfunctions, and coordinate necessary repairs.
- Install seasonal displays and participate in special beautification projects and community events as required.
- Assist in the development and implementation of landscaping plans and plant selection.
- Maintain records of plant health, fertilizer applications, and maintenance activities.

Other

- Provide assistance including but not limited to serving within the Villages Emergency Operations Centre in preparation for, during, or in response to an emergent situation affecting the Village.
- Ability to interpret and apply Village bylaws, procedures, policies, permits, and other written materials.
- Other duties as may be assigned from time to time.

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.

Skills:

- Ability to think critically, work independently and as part of a team, and follow directions.
- Knowledge of the methods, practices, materials and equipment used in horticulture.
- Knowledge of landscape plants and planting materials.
- Basic knowledge of tree and plant diseases and of treatment methods.
- Working knowledge of WorkSafeBC regulations, Village safety policies and procedures, and safe work practices related to the work.
- Knowledge of fundamentals of accident prevention.
- Some experience or familiarity with mechanical, structural, and/or electrical systems is required.
- Ability to operate heavy equipment such as snow plough, grader/backhoe/bobcat, or similar equipment is considered a **strong asset**.
- Basic understanding of IT systems and ability to liaise with IT professionals.
- Strong attention to detail and problem-solving skills.
- Ability to maintain confidentiality and handle sensitive information.

Key Competencies:

- Professional demeanor with strong interpersonal skills.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Strong customer service orientation.
- Capable of working independently and as part of a team.