



JOB DESCRIPTION

Title	Wastewater Treatment Plant Chief Operator	Pay Grade	15 Outside (increased due to LOU re Article 28.10 Market Adjustment)
Department	Works and Utilities	Location	Wastewater Treatment Plant
Supervisor	Manager of Utilities	Reviewed	August 2019

Nature and Scope of Work

Reporting to the Manager of Utilities (the “Manager”), the Wastewater Treatment Plant Chief Operator will be responsible for the day-to-day operations of the Wastewater Operation’s facilities and infrastructure. The Wastewater Treatment Plant Chief Operator’s primary focus will be on the operation and maintenance of the Wastewater Treatment Plant and in the operation and maintenance of the Wastewater Collection System. This is a ‘working’ Chief Operator position.

Duties

1. Assist the Manager in preparing strategic planning initiatives that will ensure the Wastewater Operation’s facilities and infrastructure are operated and maintained as efficiently and effectively as possible within approved staffing and budget constraints.
2. Administer the operation and maintenance of the Wastewater treatment facilities and infrastructure in an efficient and effective manner.
3. Direct, coordinate, supervise, and assist Wastewater System Operators and contractors in the operation, repair, and maintenance of the Wastewater treatment facilities and infrastructure.
4. Assist the Manager in preparation of all financial reviews, budgets, and capital plans.
5. Prepare comprehensive work plans, schedules, and technical reports as required.
6. Develop and implement standard operating and safe work procedures for all work.
7. Ensure all work is performed in compliance with WorkSafe BC procedures, arrange training for operators for all tasks assigned to them, and conduct hazard assessments as required by WorkSafe BC.
8. Ensure that processes are in compliance with local, provincial, and federal regulations.
9. Chair on-site safety, confined space pre-entry, and required operational meetings.
10. Coordinate purchasing, invoicing, inventory control, and record management in accordance with District of Summerland policies.
11. Maintain daily logs, report and correct unsafe conditions and record plant and Wastewater system operating data as required.
12. Assist the Wastewater Operators in the performance of their day-to-day duties.

13. Perform other Wastewater Operation related duties as required by the Manager.

Required Skills and Abilities

1. Demonstrated ability to:
 - organize and provide effective supervision;
 - establish and maintain a cooperative and efficient working environment;
 - communicate technical and non-technical information clearly and concisely in both oral and written formats;
 - operate a variety of hand, power, and specialized tools, as well as machinery, vehicles, and equipment in accordance with recognized safe operating procedures;
 - read and interpret mechanical drawings;
 - exercise courtesy, tact, and diplomacy in the exchange of information with other District employees, contractors, and members of the public.
 - Work comfortably in an SCBA
2. Comprehensive knowledge of the:
 - Laws and Regulations related to the field;
 - WorkSafe BC and District of Summerland Health, Safety and Environmental regulations, and procedures;
 - self-contained breathing apparatus (SCBA) maintenance and use.

Experience and Education

1. Certification with the Environmental Operator Certification Program in British Columbia or transferable equivalent in Wastewater Treatment
2. Diploma from a recognized Wastewater Quality program or fifteen years' equivalent experience.
3. Three years of experience in a supervisory position.
4. Experience and ability to lead a team of Operators.
5. Preference will be given to Operators with an EOCP Level 4 in Wastewater Treatment; however, consideration will be given for a Level 3.
6. First Aid certification.
7. B.C. Class 5 Driver's Licence.

Remuneration and Hours of Work

1. Remuneration in accordance with the CUPE, Local 1136, Collective Agreement - the LOU of April 2019 Article 28.10 – Labour Market Adjustment.
2. Hours of work in accordance with the CUPE Collective Agreement Schedule 'B' of the CUPE Collective Agreement. Required to be on standby when assigned and be available to respond to callouts.