

TOWN OF LADYSMITH

POSITION VACANCY - PUBLIC WORKS

(Internal/External Competition)

**UTILITIES III
(1 Position)**

Job Title: UTILITIES III

Classification: Permanent – Full-Time

Department: Public Works

Duties: See attached Job Description

Required Qualifications: See attached Job Description

Rate of Pay: \$30.42 / hour

Hours of Work: 40 hours per week

Conditions of Employment: Automatic wage deposit

Union: Canadian Union of Public Employees (C.U.P.E.) Local 401

Benefits: As per the Collective Agreement

Reporting To: Curtis Baker, Utilities III / Chief Operator

Per CUPE Agreement Article 15.02: "APPLICANTS FOR THIS POSITION SHALL AGREE THAT IN THE EVENT OF A GRIEVANCE REGARDING FILLING OF THIS POSTING, INTERVIEW AND SELECTION DOCUMENTATION SHALL BE RELEASED TO THE UNION".

This job posting will remain open until **4:00 p.m. December 7th, 2011.** For further information please contact Curtis Baker, Utilities III / Chief Operator 250.245.3995.

Please submit your cover letter and resume to:

Karen Cousins
Manager of Human Resources
City Hall
410 Esplanade, PO Box 220
Ladysmith, BC V9G 1A2
Email: hr@ladysmith.ca
Ph: 250.245.6412
Fax: 250.245.6411

Distribution:

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	J. LeBlanc

TITLE: UTILITIES III

DEPARTMENT: PUBLIC WORKS

JOB SUMMARY:

Under the direction of the Chief Operator, this position is responsible for the operation and maintenance of the town's sanitary sewage collection, treatment and disposal systems, in accordance with the Ministry of Environment guidelines. This position is also responsible for the supply and the treatment of the town's potable water along with the maintenance of the potable water distribution systems.

PRIMARY DUTIES & RESPONSIBILITIES:

Treat and dispose of sanitary sewage effluent by:

- Operating sewage treatment facilities and related facilities in a manner acceptable to the Ministry of Environment;
- Treating sewage effluent and bio-solids in a manner acceptable to the Ministry of Environment;
- Disposing effluent and bio-solids in such a manner as to ensure compliance with Ministry of Environment requirements;
- Ensuring the efficient operation of all treatment facilities and equipment through regular inspections and operation checks of such facilities.

Maintains water distribution systems and sanitary sewer collection systems by:

- Operating and maintaining all pumps, motors, electric equipment, flow measuring devices, meters, regulating equipment and structures including water reservoirs, chlorine facilities, PRV's, and any other related facilities;
 - Maintaining daily, monthly and annual records of the water utility and sewer utility;
 - Performing laboratory tests as may be required for quality and process control;
 - Installing new and repairing and replacing damaged pipes, hydrants, valves, meters and any other related items;
 - Monitoring and inspecting reservoirs and other potable water sources;
 - Flushing water mains and sewer mains as required;
 - Servicing hydrants and valves as required;
 - Inspecting manholes, hydrants and valves;
 - Installing, maintaining and reading of all water meters;
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- Under the direction of the Chief Operator, supervises and directs the work of technical staff to ensure that all permit requirements and maintenance objectives are met;
 - Ensure Worksafe BC safety procedures and requirements are met;
 - Conducts facility tours for schools, local politicians and other interested groups;
 - Responds to call out and is available for back up to other operations needing assistance on call outs;
 - Carries a pager on a rotating schedule;

- Provides back up for the Chief Operator as required; and
- Performs other duties as required.

REQUIRED SKILLS, KNOWLEDGE & ABILITIES:

- Completion of Grade 12;
- Hold a valid, current Class II Certificate in:
 - Wastewater Treatment
 - Water Distribution
- A valid, Class II Certificate in Wastewater Collection is preferred;
- A minimum of 5 years acceptable operating experience at a Class I or higher facility;
- Possess a valid Chlorine Handling Certificate and Transportation of Dangerous Goods ticket;
- A valid WHMIS, Confined Space Entry and First Aid ticket is preferred;
- Possess a valid B.C. driver's licence (Class 3 with air);
- A thorough knowledge of the methods, procedures, techniques, materials and equipment utilized in the water and wastewater utilities;
- A thorough knowledge of the laws, rules and regulations, standards and specifications, municipal bylaws and policies pertaining to the water and wastewater utilities;
- A knowledge of computer applications as related to spread sheets, word processing and data base applications;
- Ability to interpret and evaluate data relevant to the operation and implementation of any necessary operational changes;
- Able to react to any emergency situation in a competent manner with excellent decision making abilities;
- Must be physically capable of carrying out his/her assigned duties.
- Must be able to communicate effectively in both oral and written form, in English, with other employees, supervisors and the general public.
- Must be able to carry out assigned tasks and duties with a minimum of direction and/or supervision.
- Must be available to work weekends on a rotating basis;
- A team player. Highly collaborative and collegial;
- An open-minded convener of ideas; and
- Stamina, energy, and willingness to commit to quality pro-active results