



TOWN OF LADYSMITH

EMPLOYMENT OPPORTUNITY

Certified Utility Operator II

The Opportunity

Not much is more important than clean water. The Town of Ladysmith maintains high water standards with its new, state-of-the-art treatment facilities and commitment to employee training and development. The Certified Utility Operator II is responsible for the efficient daily operation and maintenance of the Town's water systems and compost facility to meet or exceed all compliance obligations. If working with the best technology and some of the best operators in the industry is appealing, we'd like to hear from you..

The Organization and Team

Our team, across the entire organization, works for purpose, balance and community. We are all engaged to create a safe, caring, and well managed work environment that reflects the quality of its people.

As your employer we want to be an important part of your life, but we also want you to have a life. The Town of Ladysmith supports its employees with competitive total compensation including vacation, health & dental benefits and wellness programs including employee family assistance and the ability to deal with personal and family life.

We also recognize you need to enjoy your work and the people you work with. At the Town of Ladysmith, we are growing and evolving. This creates a motivating environment and work community, and will keep you excited about your job day after day. We are colleagues, mentors and friends.

The Location.

Nestled on the eastern shores of spectacular Vancouver Island the Town of Ladysmith has a population of approximately 9,000 people, provides an inviting small town atmosphere and yet, is only a short commute to all the amenities of a major urban centre. Residents enjoy excellent community and recreational facilities and year-round opportunities for outdoor enthusiasts.

The Position

No two days will be alike. As a utility operator, the you'll be performing laboratory tests, operating our modern equipment, completing regular inspection and operation checks, assisting with the bio-solid composting process, and responding to emergency maintenance and repair work.

The Requirements

To ensure success, the incumbent will have a minimum three years' recent and relevant, experience in Municipal water and sewer treatment and will hold Water Distribution Level I, Wastewater Collection Level I, Water Treatment Level II and Wastewater Treatment Level II Certification of Qualification or Competency from Environmental Operators Certification Program.

How to Apply

Interested in joining our team? If your background mirrors our requirements, we'd love to hear from you. Please submit a cover letter and resume in confidence to hr@ladysmith.ca referencing competition #2021-36. This competition will remain open until filled.

For a complete opportunity profile, please visit our website at <https://www.ladysmith.ca/city-hall/careers-volunteering/current-vacancies> and for further information, contact:

Len Thew, Manager of Operation
(e) hr@ladysmith.ca
(p) 250.245.6447

POSITION VACANCY - INFRASTRUCTURE SERVICES

(Internal/External Competition)

#2021-36

CERTIFIED UTILITY OPERATOR II - TREATMENT

(1 position)

- Job Title:** Certified Utility Operator II - Treatment
- Classification:** Permanent Full Time
- Department:** Water and Wastewater
- Duties:** See attached Job Description
- Required Qualifications:** See attached Job Description
- Rate of Pay:** Band 14 - \$36.66/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:** Utilities Supervisor - Treatment

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 filled. For further information please contact Len Thew, Manager of Operations at 250.245.6447; lthew@ladysmith.ca

Submit cover letter and resume to:

Ian Paydli, Manager of Human Resources
City Hall, 410 Esplanade, PO Box 220
Ladysmith, BC V9G 1A2
Email: hr@ladysmith.ca; Ph: 250.246.6412



TITLE:	CERTIFIED UTILITY OPERATOR II
DEPARTMENT:	WATER AND WASTEWATER –TREATMENT
DIVISION:	INFRASTRUCTURE SERVICES
CATEGORY:	UNION CUPE LOCAL 401
BAND:	14

GENERAL ACCOUNTABILITY

Reporting to the Utilities Supervisor - Treatment, the Certified Utility Operator II –Treatment is responsible for making operational decisions in the operation and maintenance of the Town's Water and Wastewater treatment plants and Compost Facility, in accordance with Town policy and regulatory guidelines to produce treated water and wastewater that exceeds all compliance and permit obligations.

PRIMARY DUTIES AND ACCOUNTABILITIES

- Operating and maintaining all mechanical equipment and instrumentation within the water and wastewater treatment plants, compost facility, and water supply system.
- Maintenance related cleaning of primary and secondary wastewater treatment processing equipment.
- Maintenance related cleaning of intake screens and DAF process equipment at the water treatment plant.
- May be required to assist in the excavation, pipework installation (to lines and grades as directed), backfilling, and compaction of trenches for construction of sewer and water mains and services.
- May be required to assist in the construction of sewer manholes and the installation of water valves curb stops, hydrants, bends and fittings; including thrust blocks.
- Maintaining daily, monthly and annual records regarding the Water and Wastewater Treatment Plants in accordance with Federal and Provincial Regulations.
- Performing laboratory tests as required for quality and process control.
- Assists in the processing of bio-solids and composting processes.
- Ensures the efficient operation of wastewater and water treatment facilities and equipment through regular inspection and operation checks.
- Monitors water / wastewater treatment plant operation via taking samples, analyzing results and, adjusting flows and chemical additions as required.
- Under the direction of the Utilities Supervisor, ensures that all permit requirements and maintenance objectives are met.
- Adhere to safety policies and regulations as established by WorkSafe BC, the Occupational Health and Safety committee, the Town of Ladysmith and regional and municipal statutes.
- Assists in the development of safety protocols and efficient work practices.
- Respond to call-out for emergency maintenance and repair work on short notice and ensure availability to support various other operations in fulfilling call-out requirements.
- Required to work weekends and shift work as scheduled and overtime as directed.
- Assists in the training of new employees to ensure familiarity with safety regulations, safe work practices and the correct and safe use of all tools and equipment necessary to perform their duties.
- Conducts facility tours for the general public.
- Responsible to document various goods and materials upon removal from inventory to ensure current supply levels are reflected accurately.
- May be required to procure and purchase goods and materials associated with the daily maintenance of the Water and Wastewater department.
- Attends professional development training as directed and to maintain EOCP licensing.



- Required to participate as a member of the Supervisory Control and Data Acquisition (SCADA) standby group and fulfills stand-by shift requirements on a rotating basis.
- May be required to assist with collection and distribution duties as deemed necessary to fulfill operational demands.
- Maintains courteous and professional interactions with the public, user groups and Town employees.
- Other related duties as required.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY

1. Minimum grade 12 education and a minimum of three (3) years recent and relevant experience in Municipal water and sewer maintenance. An equivalent combination of education and experience may be considered.
2. Water Distribution Level I Certification of Qualification or Competency from Environmental Operators Certification Program.
3. Wastewater Collection Level I Certification of Qualification or Competency from Environmental Operators Certification Program.
4. Water Treatment Level II Certification of Qualifications or Competency from Environmental Operators Certification Program.
5. Wastewater Treatment Level II Certification of Qualifications or Competency from Environmental Operators Certification Program.
6. Chlorine Handler, Cross Connection Control, Confined Space and, Transportation of Dangerous Goods certificates.
7. Valid Occupational First Aid Level 1 and Workplace Hazardous Material Information System (WHMIS) certificates.
8. Demonstrated ability to fulfill assigned duties in all weather conditions.
9. Demonstrated proficiency in the safe operation of motorized vehicles and equipment and, various infrastructure services tools and light industrial equipment including but limited to:
 - Tandem Axle Dump Truck
 - Signal Axle Dump Truck
 - Vector Truck
 - Skid Steer
 - Fork Lift
10. Valid B.C. driver's license - class 3 with airbrake endorsement.
11. Demonstrated thorough knowledge of various water and wastewater methods, procedures, techniques, materials and a proficiency in the safe operation of relevant tools and equipment.
12. Ability to pass an annual full face respirator fit test.
13. Demonstrated ability to interpret and evaluate data relevant to the operation and implementation of operational changes.
14. Demonstrated thorough knowledge of the laws, rules and regulations, standards and specifications, municipal bylaws and policies pertaining to the water and wastewater utilities.
15. Demonstrated initiative with minimum direction; completing tasks by removing barriers and locating necessary resources.
16. Demonstrated ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.
17. Demonstrated high level of focus on internal and external client service continuously seeking ways to meet and exceed expectations.
18. Demonstrated ability to work cooperatively within a team and with Town employees, stakeholders and partners to achieve optimal results.
19. Ability to report, in person, to the Town of Ladysmith Main Office within a timeframe no greater than twenty-five (25) minutes from receipt of call-in.
20. Demonstrated ability to react to any emergency situation in a competent manner with excellent decision making abilities.
21. Demonstrates valuing diversity.