

*The Town of Ladysmith provides its employees the opportunity to make a positive and meaningful impact on the daily lives of the public we serve. Are you looking for a dynamic and interesting career? The Town of Ladysmith is seeking a self-motivated professional for our Utilities – Collection & Distribution Department.*

PERMANENT FULL TIME  
CERTIFIED UTILITY OPERATOR I – COLLECTION & DISTRIBUTION  
(1 Position)  
**Internal/External Competition #2023-41**

<b>Department:</b>	Infrastructure Services; Utilities
<b>Duties:</b>	See attached Job Description
<b>Required Qualifications:</b>	See attached Job Description
<b>Rate of Pay:</b>	Band 9 - \$33.31 per hour (\$34.14 – 2024 rate)
<b>Hours of Work:</b>	40 hours per week
<b>Conditions of Employment:</b>	Automatic wage deposit
<b>Union:</b>	Canadian Union of Public Employees (C.U.P.E.) Local 401
<b>Benefits:</b>	As per the Collective Agreement
<b>Reporting To:</b>	Utilities Supervisor – Collection & Distribution

This job posting will remain open until 4:00 PM January 7, 2024. For further information please contact Len Thew, Manager of Operations at 250.245.6447; [lthew@ladysmith.ca](mailto:lthew@ladysmith.ca)

If you are interested in applying for the position, send a cover letter and detailed resume which notes your qualifications and experience relevant to the job description in **WORD or PDF** format only to:

Trish McConnell, Manager of Human Resources  
City Hall, 410 Esplanade  
Ladysmith, BC V9G 1A2  
Email: [careers@ladysmith.ca](mailto:careers@ladysmith.ca); Ph: 250.245.6412

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

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.”



<b>TITLE:</b>	CERTIFIED UTILITY OPERATOR I
<b>DEPARTMENT:</b>	WATER AND WASTE WATER – COLLECTION & DISTRIBUTION
<b>DIVISION:</b>	INFRASTRUCTURE SERVICES
<b>CATEGORY:</b>	UNION CUPE LOCAL 401
<b>BAND:</b>	9

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### GENERAL ACCOUNTABILITY

Reporting to the Utilities Supervisor – Collection & Distribution, the Certified Utility Operator I is, in accordance with Town policy and Ministry of Environment guidelines, accountable for the provision of assistance in the operation and maintenance of the Town's sanitary sewage collection and the water distribution system and supply and treatment of potable water and the maintenance of the water distribution system in accordance with Town policy and Ministry of Environment guidelines.

### PRIMARY DUTIES AND ACCOUNTABILITIES

- Assist in the operation and maintenance of all pumps, motors, electric equipment, flow measuring devices, meters, PRV's, regulating equipment and structures including water reservoirs, treatment facilities and any other related facilities.
- Manual labor in construction, repair and maintenance required within the water and waste water department.
- Excavation, pipework installation (to lines and grades as directed), backfilling, and compaction of trenches for construction of sewer and water mains and services.
- Construction of sewer manholes and the installation of water valves curb stops, hydrants, bends and fittings; including thrust blocks.
- Assists in the installation of water service connections under pressure.
- Maintenance of daily water and sewer utilities records.
- Assists in the processing of bio-solids and composting processes.
- Installation and reading of all water meters.
- Installation, repair, and replacement of damaged pipes, hydrants, valves, meters and other related fixtures.
- Flushing water and sewer mains as required.
- Inspections and servicing of manholes, hydrants and valves as required.
- Monitoring and inspecting reservoirs and other potable water sources.
- 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 Waste Water department.
- 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.
- Responds to call-out for emergency maintenance and repair work at short notice and is available for back up to other operations needing assistance on call-outs.
- Required to work shift work and weekends as scheduled and overtime as required.
- 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.
- Maintains courteous and professional interactions with the public, user groups and Town employees.
- Attends professional development training as directed.
- Other related duties as required.

## **REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY**

1. Minimum grade 12 education or equivalent (GED).
2. Wastewater Collection Level I Certification of Qualification or Competency from Environmental Operators Certificate Program.
3. Water distribution Level I Certification of Qualification or Competency from Environmental Operators Certificate Program.
4. Demonstrated ability to fulfill assigned duties in all weather conditions.
5. Valid B.C. driver's license - class 3 with airbrake endorsement.
6. Valid flagging ticket.
7. Valid Occupational First Aid Level 1
8. Valid Workplace Hazardous Material Information System (WHMIS) certificate.
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:
  - o Single Axle Dump Truck
  - o Vector Truck
  - o Skid Steer
  - o Fork Lift
10. Demonstrated ability to pass an annual full face respirator fit test.
11. Demonstrated knowledge of safe work procedures, practices and obligations.
12. Demonstrated initiative with specific direction; completing tasks by removing barriers and locating necessary resources.
13. Demonstrated ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.
14. Demonstrated high level of focus on internal and external client service continuously seeking ways to meet and exceed expectations.
15. Demonstrated ability to work cooperatively within a team and with Town employees, stakeholders and partners to achieve optimal results.
16. Demonstrated ability to react to any emergency situation in a competent manner with excellent decision making abilities.
17. 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.
18. Demonstrates valuing diversity.