

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 self-motivated professionals for our Utilities – Treatment & Supply Department.

PERMANENT FULL TIME
CERTIFIED UTILITY OPERATOR – TREATMENT & SUPPLY
(1 Position)
Internal/External Competition #2024-39

Department:	Infrastructure Services; Utilities
Duties:	See attached Job Descriptions
Required Qualifications:	See attached Job Descriptions
Rate of Pay: Based on level of certification	Level II Certified Utility Operator - \$38.52 Level III Certified Utility Operator - \$42.85
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 & Supply

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

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; Ph: 250.245.6412

Applicant must provide proof of legal eligibility to work in Canada.

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."



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.

TITLE:	CERTIFIED UTILITY OPERATOR III
DEPARTMENT:	WATER AND WASTE WATER – TREATMENT
DIVISION:	INFRASTRUCTURE SERVICES
CATEGORY:	UNION CUPE LOCAL 401
BAND:	17

GENERAL ACCOUNTABILITY

Reporting to the Utilities Supervisor - Treatment, the Certified Utility Operator III is responsible for the operation and maintenance of the Town's sanitary sewage, treatment / water treatment systems, in accordance with Town policy and Ministry of Environment guidelines. Work involves making operational decisions and performing operational and maintenance duties in order to maintain effluent and water treatment quality that meets or exceeds all compliance obligations detailed in the Town's operating permit, Ministry of Environment guidelines and applicable Provincial and Federal legislation.

PRIMARY DUTIES AND ACCOUNTABILITIES

- Operating and maintaining all pumps, motors, electric equipment, flow measuring devices, meters, regulating equipment and structures including, treatment facilities and any other related facilities.
- Manual labor in construction, repair and maintenance required within the water and waste water department.
- Assists in excavation, pipework installation (to lines and grades as directed), backfilling, and compaction of trenches for construction of sewer and water mains and services.
- Assists in 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 of water / sewer utility; including water reservoirs, chlorine facilities, PRV's, and other related facilities 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 waste water and water treatment facilities and equipment through regular inspection and operation checks.
- Monitors water / sewer treatment plant operation via taking samples, analyzing results and, adjusting flows and chemical additions as required.
- Under the direction of the Chief Operator, 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.
- 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 development of safety protocols and efficient work practices.
- 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 Waste Water department.
- Attends professional development training as directed.

- 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.
- Acts as the Chief Operator as directed.
- Performs other related duties as assigned.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY

1. Minimum grade 12 education and a minimum of five (5) 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 III Certification of Qualifications or Competency from Environmental Operators Certification Program.
5. Wastewater Treatment Level III 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
 - Single 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 waste water 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.