

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 Department.

PERMANENT FULL TIME
CERTIFIED UTILITY OPERATOR II
(1 Position)
Internal/External Competition #2026-05

Department:	Infrastructure Services; Utilities – Treatment & Supply
Duties:	See attached Job Description
Required Qualifications:	See attached Job Description
Rate of Pay:	Band 14 - \$39.68 (2025 rate)
Hours of Work:	40 hours per week
Conditions of Employment:	Automatic wage deposit Applicant must provide proof of legal eligibility to work in Canada
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 Tim Tanton, Director of Infrastructure Services at 250.245.6440; ttanton@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 a **WORD or PDF** format:

Trish McConnell, Manager of Human Resources

Email: 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.”

The Town of Ladysmith is committed to diversity and inclusivity in our employment practices. We are an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes.



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

- Ensures the efficient operation of wastewater and water treatment facilities and equipment through regular inspection and operation checks.
- Operates and maintains all mechanical equipment and instrumentation within the water and wastewater treatment plants, compost facility, and water supply system.
- 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.
- 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.
- Adheres 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 as scheduled and overtime as needed.
- 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.
- Responsible for documenting 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.
- Attend 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.
- 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. 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.
3. Water Distribution Level I Certification of Qualification or Competency from Environmental Operators Certification Program.
4. Wastewater Collection Level I Certification of Qualification or Competency from Environmental Operators Certification Program.
5. Water Treatment Level II Certification of Qualifications or Competency from Environmental Operators Certification Program.
6. Wastewater Treatment Level II Certification of Qualifications or Competency from Environmental Operators Certification Program.
7. Chlorine Handler, Cross Connection Control, Confined Space and Transportation of Dangerous Goods certificates.
8. Valid Occupational First Aid Level 1 and Workplace Hazardous Material Information System (WHMIS) certificates.
9. Demonstrated ability to fulfill assigned duties in all weather conditions.
10. 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
 - Skid Steer
 - Forklift
11. Experience working in a municipality with knowledge of municipal bylaws and policies is an asset.
12. Valid B.C. driver's license - class 3 with airbrake endorsement.
13. Demonstrated thorough knowledge of various water and wastewater methods, procedures, techniques, materials and proficiency in the safe operation of relevant tools and equipment.
14. Ability to pass an annual full face respirator fit test.
15. Demonstrated ability to interpret and evaluate data relevant to the operation and implementation of operational changes.
16. Demonstrated initiative with minimum direction, completing tasks by removing barriers and locating necessary resources.
17. Demonstrated ability to work cooperatively within a team and with Town employees, stakeholders and partners to achieve optimal results.
18. Demonstrated ability to react to any emergency situation in a competent manner with excellent decision-making abilities.
19. Team player who values working in a respectful and diverse workplace environment.